

Ventura County Youth Track Conference

This Adobe Acrobat file of *Conducting Successful Track Meets* © by Bob Hamic was prepared for posting on the Conference web site. The content has not been edited (except the announcer's call sheet) and may differ from current practice. The announcer's call sheet has been replaced by the one in the VCYTC 1999 rulebook and references to the Tadpole age group removed.

Some of the line and word spacing is incorrect and will be fixed as time allows.

Hopefully, you will find this useful in understanding the various tasks involved in conducting a youth track meet in the Ventura County Youth Track Conference.

Please keep in mind that *Conducting Successful Track Meets* © by Bob Hamic is currently out of date with respect to the Rulebook. However, this remains a wonderful resource for the Conference.

Hopefully this document will be updated in the near future.

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CONDUCTING SUCCESSFUL TRACK MEETS

***A MANUAL ON HOW TO CONDUCT
YOUTH AGE/GROUP TRACK MEETS
IN THE
VENTURA COUNTY YOUTH TRACK CONFERENCE***

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ABOUT THIS MANUAL

This manual was written to pass along the critical knowledge on how to conduct an efficient, well-run, and hopefully short track meet. All club representatives to the YMCA Youth Track conference expressed a desire to have recorded those sometimes magic or mystical "tricks" or processes used by certain clubs to run a part or all of their meets well: Fillmore's finish line efficiency was almost unbelievable, Santa Paula was a master at the awards table, Oxnard had always run the field events well. Each club seemed to have at least one area they knew and ran well. At the same time, each had areas it wanted to improve on. A team effort was started to produce this manual.

The 1988 season had also, as most before, provided some bad experiences with exceptionally long track meet days. In its annual review of the past season, most felt that a long meet day was one of the biggest negative factors about the program and one which warranted some attention. The causes were speculated about as were the possible remedies. The one cause which seemed easiest to remedy was one of knowledge about how to prepare for and run a track meet and a second reason to produce this manual was recognized.

One of the first problems was to decide what type service the manual ought to provide: a step-by-step set of instructions for each of the meet workers or a generalized set of instructions for Meet Directors and Board level volunteers. What evolved was actually a combination. The sections on Early Season Preparation, Staffing, and Meet Management are directed at the club's board and Meet Director. They contain general descriptions of the tasks a club must do to prepare for a home track meet and leave a wide latitude as to how the tasks get done.

The "How to" sections on each of the areas in the actual running of the meet are directed at the specific meet officials who will work those areas. These sections contain the "step-by-step" instructions on how to run that part of the meet. The "How to" sections may be copied as-is and given to those officials/workers as a training measure.

By the way, it is NOT the intent of this manual to tell or dictate to any the way to run a meet. There must always be room for innovation and new ways to do the old better. Also, future rule changes may dictate the methods/processes described as inadequate. I hope that the future members of the conference will see fit to keep this manual updated.

Very few individuals will find it necessary to read this manual cover-to-cover in one sitting. The sections are independent enough that even those with little experience in the running of a track meet can benefit by reading them separately as interest in a particular part of the meet develops. New clubs to the conference and new members to the old clubs should find all of the information useful.

CREDITS: Even though I took the role of writing and compiling this manual, it must be stressed that this was a team effort. As I produced each section, all clubs were given draft copies to edit and contribute comments on. All of the suggestions were incorporated to produce the best possible product.

Some clubs and individuals contributed specific parts of this manual and their efforts were invaluable:

John Distad from Camarillo wrote the Shot Put section.

Larry Olsen from Oxnard contributed the High Jump chapter.

Pat Cunningham from Santa Paula wrote the Awards section.

Special help was also received from other sources:

John Correa and the Ventura team provided a tremendous effort in editing the draft and providing very useful suggestions on improving the manual's organization and content.

Bill Muir, also from Newbury Park, in editing to add the quality detail throughout. Bill also designed the cover and got the type setting done.

Meredith Burton from the YMCA in coordinating the printing and distribution of the manual.

I sincerely hope that the members of the nine clubs in the Ventura County Conference read and find the information in this manual useful. Suggestions for corrections or improvements should be brought to the monthly YMCA Youth Track Conference meetings.

January 1989

Bob Hamic
Newbury Park Track Club

Revision Notes:

Since the original issue of this manual, new clubs are joining the league and new leaders are evident at some of the old clubs. A re-issue of this manual was approved by the Conference and I took this opportunity to revise the manual for the changes that have taken place since 1989:

- References to the YMCA have been dropped. The Conference is now independent.
- The Triple Jump has been dropped as an event (Chapter 13).
- A complete rule book has been written and adopted by the conference so the TAC rules formerly included as guidelines have been dropped. Since the Conference rules are now organized in a new rule book so that all rules which apply to a given subject can be found, specific restatement in this manual has been eliminated.
- Rule changes, especially in the High Jump have been incorporated.

November 1993

Bob Hamic

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EARLY SEASON PREPARATION

Obviously, the home meet you are about to conduct requires some preparation work before meet day. You probably expected that. What you might be surprised at is that some of those tasks must be started and completed months before the actual meet day.

The tasks listed in this section are essential to holding a home meet during the competitive part of the season. They will, in all likelihood, need to be accomplished during the very early or "off" season by various members of your club board. It is very important that these tasks get done and done in time. Don't neglect them or put them off until the last minute.

The following tasks will need to be done one or more weeks prior to your FIRST home track meet:

- Obtain season schedule
- Obtain Facility Insurance certificate
- Reserve facilities
- Identify key meet officials
- Recruit meet workers
- Train meet workers
- Purchase supplies
- Obtain meet forms
- Obtain award ribbons
- Facility orientation
- Facility Manager meeting
- Equipment/facility review/refurbishment
- Club Equipment Check

Remember, these tasks are done only once per season. Do yourself and your club a favor by starting these tasks as early as possible.

Now a brief, but somewhat detailed explanation of each of the tasks.

OBTAIN SEASON SCHEDULE: The season schedule is made up each year by the conference board and is generally available, or known, by the December prior to the next season. Your club representative to the conference board should provide your board with a copy as soon as possible since the schedule will identify how many and when your home meets will be held. From this you can tell when to reserve the facility for meets.

OBTAIN FACILITY INSURANCE CERTIFICATE: One of the "must haves" for your season is the certificate from the Conference insurance carrier for liability coverage. The cost of this coverage is included in your Conference fees. All facility managers currently require such a certificate of coverage as a condition of use. The Insurance carrier usually only requires the address/location of your practice and meet facilities and will then obtain the certificate and get it to each of the clubs. Normally, the certificates are issued for one year periods. This period may or may not be the same as the track

season and you should review it at the beginning of the season to see when it expires. Take or send the certificate to the agency which issues your use permit.

RESERVE THE FACILITIES: Generally, reserving the track facility for your home meets is done at the same time you reserve your practice facilities, especially if it is the same site. Who you reserve the site with may differ from club to club. For some it is the school. For others, it is the Parks and Recreation Department of the city. In either case, you should reserve the site as soon as the season schedule is known. Some facility managers allow you to reserve facilities any time while others will only make reservations after January 1 of each year. Additionally, some agencies require that you attend planning meetings or yearly orientation meetings in order to accept your request. You should find out who the managing agency is and what the requirements are as soon as you can, but certainly prior to December.

In any case, your facility reservations must be completed by sometime in January to allow notification to members of your own club at registration as well as the other clubs who will, in turn, need time to produce and publish the meet sites for the coming season.

IDENTIFY KEY MEET OFFICIALS: Please see the section in this handbook on staffing the meet as to how to determine what key officials you will need. Trying to fill the positions by identifying potential candidates for next season can begin any time, the sooner the better. Most clubs will use board members for some of these key positions but most can't fill them all from the board. It is most important to get commitments and plan who will do these critical jobs as soon as possible. You can't have a meet without them.

RECRUIT MEET WORKERS: This task usually begins at your first registration session since this is the first time (maybe the only time!) you will see all of your parents. The task will probably continue up to meet day. One of the most effective ways to gain a commitment to work is the "one-on-one" meeting you will have at registration. The staffing section of this handbook contains details on how many and what meet workers you will need.

TRAINING THE MEET WORKERS: There are several options to accomplish this task. You can provide written instructions at the time they sign-up or any time prior to the first meet, or you can conduct a pre-season "practice" meet with just your own athletes and have the parents work it, and/or you can, if your first meet is away, get them to observe or even work the position with the host club. You should train at least one worker per area/field event. The one trained worker can, if necessary, train the helpers "on-the-spot" during your home meet.

Which ever method (or all of them) you use, I believe an effort to acquaint the newcomer to his/her duties at the meet is an effective way to overcome the natural "shyness" most have for being in a position of authority without knowing what to do. It does remove many of the objections you will hear to helping at the meet.

PURCHASE SUPPLIES: This task should be done between registration and the first meet, but don't wait until the last minute ! Some of the items have long lead times or your club may require "shopping around" for the lowest price. Most of the items you will need to acquire are listed in the appendix. What your club actually buys may be different depending on what the facility will do or provide as a part

of the use permit.

OBTAIN MEET FORMS: These forms are available from the Conference sometime between January and March. You may have samples from prior years which can be xeroxed. Please note that the quantities shown are minimums and you may use considerably more of the running and field event sheets if you have a large club and are competing against another large club. Large clubs cause more forms to be used in recording the additional JV races needed. They also cause additional field event forms to be used if there are more JV competitors in an age group than one form will hold. Always bring as many forms as you have to the meet, extras are frequently needed.

OBTAIN AWARD RIBBONS: Usually by the March meeting, the Conference has a supply of the ribbons you will need. Our conference awards place ribbons for all events to fourth place, and participation ribbons to the remainder in each race or event. You should have the following minimum number of ribbons for EACH home meet:

PLACE/COLOR	PER MEET	TWO MEETS
First (Blue)	280	560
Second (Red)	280	560
Third (White)	280	560
Fourth (Green)	280	560
Participation (Purple)	500	1000

Please note that these are MINIMUM quantities per meet. As with the forms, you may use more per meet and should always bring extras to the meet.

FACILITY ORIENTATION: Sometime early in your season, you will want to go to the facility where your home meets will be held and look it over. Even if you are familiar with the facility and have used it in past seasons, you will need to look at it again for off-season changes and, in particular, with the idea of holding a meet there. Some of the things you should look for are:

- General layout. Fences, gates, parking, etc.
- Where are the rest rooms, snack bar, warm up areas, areas for meet attendees to put up shade tarps, etc. ?
- Where can you locate the staging area and awards ?
- Number of lanes on the track ? Number usable? Repairs?
- Is the track marked in meters or yards ?
- How many Long Jump, High Jump, and Shot Put areas are there ? Where are they ? Which can be used for kids ?
- Where will you locate the Announcer? Where is the P.A. and necessary power ?
- What is the path from staging to the starting line(s) and away from the finish that the runners will use?
- Are there any dangerous areas to avoid (construction, etc.) ?
- Where will you need to put up barriers (flags) for traffic (people) control ?
- Emergency vehicle access ?

- Nearest WORKING telephone ? Is it a pay phone ?

FACILITY MANAGER MEETING: Often a different agency than the school actually administers the use of the facility. A Parks and Recreation or School District may issue the use certificate. If you are dealing with two agencies, you will need to plan a meeting with the manager of the facility. This is most often the Athletic Director of the High School or College but may be one of the school coaches, the head janitor (custodian), or a person called a Facility Manager. You may also have a meeting with all of the above if they are different people.

The meeting is important for several reasons. Among them are:

- Make them aware of your program, what its about, who is in it and as I like to add, how your program may compliment their own athletics.
- Get to know the contacts personally in case of problems like conflicting use or request procedures.
- Find out what they will do for you. Will they clean and stock the rest rooms, line the track, prepare the pits, provide on-site janitor service ? How and when do you request these services ?
- Will they let you use any equipment like high jump pits and standards, timers stand, hurdles, snack bar, starting blocks ? Where are they kept ?
- What are their concerns about your use of their facility ? Parking, gates to use/not use ? Clean-up?
- Will they let you have keys to the facility (gates, storage areas, the press box) ?
- What can you do for them ? Small/medium projects are a great P.R. item with budget conscious schools. Offer to repair HJ pits, runways, field event areas, put more sand in the long jump pits, improve the track surface, replace equipment like starting blocks, or hurdles (increments of 10), measuring tapes, stop watches. Can you refurbish the press box or snack bar by painting or cleaning up? Think of several offers that your club can afford. It will bind your program to theirs.

EQUIPMENT/FACILITY REVIEW/REFURBISHMENT: Once you have had your meeting with the school/facility manager and have visited the facility, you will undoubtedly have some items to work on.

If you agreed to take on a project with the facility, you may need to organize a work party. Size is NOT important to accomplish the task but most of the projects will need to be done before the season starts and your main parent base is available. Often, all that's available is your board members so a larger project will take more than one session.

Listed next are some things which should be considered or at least checked on at the beginning of the season. The High School or facility you use MAY do some of them. You should check with them during your facility manager meeting and even check on them as you meet approaches.

- Dig up the long jump pits. Remove any debris and level the sand with the top of the pit border.
- Do the runways need any work ?
- Examine the hurdles. If they are kept outside, they may need some work to remove the rust and repair any that need it. This is a great time to see how many hurdles will be available for your meets/practice. Divide the number usable by 10 to get the number of lanes of hurdles you can run in a meet.
- Examine/repair the starting blocks. Is there a cart ?
- Examine/repair/replace the high jump standards. How many cross bars are available/usable ?
- Examine and remark the track markings. Make sure you do this with the facility manager or

have his permission. Its a great time to get acquainted with how the track is marked and where.

- Are you using the facilities's P.A. system ? Where is it ? how does it work ? Set-up ? Do you need to bring your own mike or amplifier ?
- Where are things kept ? (Pits, standards, cross bars, blocks, P.A., hurdles, timers stand, lap bell/counter) and who has keys/access ?
- Any areas to clean-up ?

Remember to do these tasks with the facility manager.

CLUB EQUIPMENT CHECK: This is also the time for you to look at YOUR CLUB'S OWN equipment and repair/replace it as needed. Some things you might want to check:

- Check/replace the batteries in your stop watches.
- If you use radios, check them. If you use rechargeable batteries in them, clean the contacts on the batteries and recharge them and see how long the charge holds. If it holds less than 24 hours, you need to replace the batteries.
- Check the starter's equipment. Clean/oil the gun. Make sure all items needed are in the box. (See the Starter section of this book.)
- If you use one, put up the shade tarp. Do you need to replace any/all of the parts ?
- Check for/replace any of the non-expendable items listed in the appendix like chairs, clipboards, tables, finish tape, measuring tapes, shot puts, brooms, rakes, shovels, megaphones, relay zone flags, barrier flags.
- Check/refill the first aid kit.

MEET MANAGEMENT

Meet management is defined, here, as how to get a meet started, make it run (and run efficiently), and to anticipate, recognize, and solve the common problems in the running of a meet.

While the direct responsibility for managing the meet usually falls to the Meet Director, all of the key meet officials must be aware of the principles. It certainly doesn't hurt if all meet workers know how the meet will be managed but getting the information to 30 to 60 people is difficult.

As with managing any system or process, success starts with the knowledge of how it operates. The Meet Director and key officials should be aware of and read the sections in this handbook on Announcing, Staging, Starting, the Finish Line and Awards as a minimum. Knowledge of the field events is also useful.

Prerequisite to successful meet day management are the early season and pre-meet preparation tasks. While the urgency of accomplishing the pre-season tasks is hard to develop, a meet cannot run successfully without them. The Meet Director (and others interested) should carefully read the section on pre-season/meet activities and consider them absolutely essential to having a successful and efficient meet. It's very difficult to imagine a good meet if an important task like arranging for the facility and having it ready isn't done.

One of the most important pre-meet items that can be done is to insure that meet staffing has been considered. The Staffing section in this book on how many, what types, and when to recruit the meet workers should also be read.

If the pre-meet activities are started and completed in time for the meet, a giant step has been taken toward the successful meet. The activities on meet day will simply be execution without panic or turmoil. Fail to do any one of the pre-meet tasks, and you have guaranteed a tough meet day and probably a bad experience for many.

Meet management on meet day is the management of a repetitive process. Actually, there is more than one process to manage: there is one for the running events, and at least one for each field event. If any one field event is contested at more than one pit (or area), then the two pits are separate processes.

The meet efficiency, and therefore its length, is primarily determined by the running events. Only in extreme cases can the field events affect the length of the meet. The field events can greatly affect the overall efficiency of the meet, however.

Since the running events are relatively independent from all of the field events, and the primary factor in meet length, the running event process will be discussed first.

RUNNING EVENTS - All running events are run sequentially one after another through the same process. That process is:

- 1) Third call is made for the event.
- 2) Runners show up in staging and are organized into races by being placed into flights and lanes. They are sent to the starting line.

- 3) The starter starts the race.
- 4) As the race finishes, the finish line records the times and places and sends the information to awards.
- 5) Awards records the results and makes out and distributes the awards.

Steps 1 through 4 are the controlling factor in timing. The awards can and actually do "pile-up" from time to time and do not need to be completed for one race before the next is run.

Get to know the process by heart. Have each area ready to do its part as soon as possible. There is a cosmic truth to a short meet and if you don't remember anything else about meet management, remember this:

THE INTERVAL BETWEEN THE RACES IS THE SINGLE MOST IMPORTANT FACTOR TO CONTROL!

Specifically, the time from the finish of one race to the firing of the gun for the next should be your first concern. The interval is entirely under the control of the finish line. Most meets will "run long" exclusively because this interval is not managed or recognized as the important factor it really is. This entire manual was written because of the high number of long running meets in the 1988 season, which in turn were due primarily to the slow recovery of the finish line between races.

The interval can be judged as follows:

Less than 2 minutes - Good. You will have a very efficient meet. 1-2 minutes should be your limit for the 100s and 220s.

2 to 3 minutes - About average. Meet will be on-time. Except for the 100's and 220's, this should be your target.

3 to 4 minutes - Be careful - your meet is in jeopardy of running long.

Over 4 minutes - Something is wrong. Go to the finish and see what the problem is. Take some kind of action NOW.

If you want an idea of the impact of just 1 minute longer between races, consider that you will probably run at least 80 races during the day - 1 minute longer will *increase your meet by a minimum of 1 HOUR and 20 MINUTES !!!*

-- DIAGNOSTICS --

I consider the interval between the races the "pulse" of the meet. I take it often during the meet as a symptom of how the meet is going and I start with the very first race. It is THE place to start to diagnose and fix meet problems.

Here is a brief description of the diagnostic process to use during meets. You may not use it exactly, but it should provide some type of starting point:

Let's start by saying the "pulse" has just been taken and the interval was 6 minutes - definitely a

danger sign !

1. Go to the finish line - try to determine if the finish line or starting line caused the delay. It's usually the finish line.

If its the finish line - Let's also assume you have read the Finish Line section in this book or know how the line should operate. Look for and correct the following:

- Is someone clearly in charge (Finish Coordinator) and do they know what to do ?

- Are there enough timers ?

- Are the timers assigned properly ? Are they timing and picking places not lanes?

- Are the timers recovering the tags and taking them to the finish clerk with the times?

- Are the timers involved in resolving discrepancies ? THEY SHOULDN'T BE !! Once they have given their tag and time to the finish clerk, the timer should immediately leave the area around the clerk.

- Is the clerk doing his/her job ? Does he/she know how to record the places and times (including the "rounding" of the times) ? IS THE FINISH CLERK MAINTAINING ORDER IN THE RECORDING PROCESS ?

- Is the finish line properly signalling their readiness to the start ? Is only one person doing the signaling (it should be the Finish Coordinator) ?

Most of the problems at the finish line can be attributed to either lack of knowledge or lack of control. The finish line needs an element of discipline as well as a sense of urgency but not panic. Most importantly, that very key official, the Finish Coordinator, needs to gain control of the finish line and move it quickly and efficiently through its paces.

If you determine that the finish line is not at fault in the delay, go to the starting line.

2. At the starting line see if the delay was due to the starting line or because the line had no runners to start. It is most often not the starting line's fault. If you think the starting line is at fault, look for and correct the following:

- The Starter delaying too long in beginning his instructions. Immediately after a race has started, the Starter should begin setting up the next race, by giving instructions, placing and setting blocks if necessary, and getting the runners to their marks.

For the 100's and 220's, the starter should begin getting the next race ready immediately following the departure of the preceding race.

- Is placing and setting the starting blocks taking too long ? Get extra help - 1 or 2 adults can really reduce the time block placing and setting takes. Are there enough hammers

heavy enough to do the job ?

- Is the Starter communicating with the finish line ?
How soon can he tell the finish line is ready? Is the Finish Line Coordinator hard to contact?

If you have determined that the starting line is not at fault, next go to staging.

3. At staging try to determine if the athletes are getting to staging in a timely fashion or not. If they are not, look for and correct:

- Is the stager able to communicate effectively with the Announcer? This is critical - if it's a problem, fix it immediately.

- Are the calls being made ? Can you hear them ?

- Who is deciding when the calls are to be made ?

- Are 3 calls being made for each event ? Are the calls spaced apart or do you hear "This is 1st, 2nd and 3rd call for ____" ?

- Is the staging area clearly identified and can it be found ?

If the athletes are coming to staging but are not getting to the starting line, look for:

- Does the Stager know what to do and is he/she doing it effectively ?

- Is control maintained in staging ? Confusion and noise should be kept to a minimum.

- Is staging located so that it is convenient to the Start/Finish line ? Can you see the starting line from staging (Can the stager tell when to send the next race ?) ?

- Does the Stager need help to escort the flights to the start?

As you can see, the diagnostic process starts with the end or "bottle neck" at the finish and steps backwards through the sequential process until the problem is found.

From time to time during the meet, I find a spot I can see the finish line, starting line and staging. It also helps if the position you take is also in an area where the calls should be heard. From the right position, you can take the "pulse" of the meet often and observe the flow of runners and events.

From your position, you can see or hear several things:

- Time the interval between races. Interval is started when the last runner in the prior race crosses the finish until the gun is fired for the following race.

- Listen to the calls. Are 3 calls being made for each event ? Are they space at least 5

minutes apart or are several calls for the same event made at the same time?

Can you hear the calls well? Is the P.A. volume OK and can you hear it in needed areas? Is the announcer making clear and distinct calls?

- Are the runners spending a minimum amount of time in staging?

- Does the staging area seem to have a somewhat even flow of runners through it? Are there times when no one is staged for long periods?

- Is the starting line working efficiently in starting races as soon as possible? How is the "pace" of the Starter's actions?

- Are there clear paths for the competitors from staging to the starting line and from the finish line away from the track?

Above all, look for that interval between races to be 3 minutes or less and for the overall process to be smooth.

One final word on managing the running events: It is often a problem getting the meet started and then again, at a point somewhere after noon, a "slow down" will occur.

Getting started in the morning is important to ending the day at a reasonable time. An "on-time" start can be done if, and only if, your facility and pre-meet activities are complete AND you have the staff. If you have both of those items, the Meet Director sometimes must force the first call at about 8:15, possibly even before all is ready. Forcing the call will overcome the inertia that always exists in the early morning.

The slowdown just after noon typically occurs for several reasons. The Meet director must recognize when it begins to happen and take corrective actions. Some of the reasons the slowdown occurs are:

1) The meet officials who have worked since about 8:30 depart and the replacements don't show.

2) An element of fatigue sets in and, when accompanied by the slower pace of the races being run at that time (the 1 mile runs), the meet slows down.

3) Lunch is being served. Meet workers, competitors, and parents either stop completely for lunch or are slowed down by eating and working.

I'm sure there are even more reasons. The most important cause to recognize is the first one. Proper planning and staffing before the meet as described in the "Staffing" section of the handbook, will be your best preventative measure. If you see this happening, a quick recruiting round to the stands is in order.

Taking action is important. I have seen meets "on-time" at 12:00 to 1:00 and about 1 hour of competition left end at 3:30 to 4:00 because of the "slowdown".

THE FIELD EVENTS - Managing the field events is a much simpler matter than managing the running events since the field events do not depend on a "process" of so many areas working well together.

The field events are, as mentioned earlier, a particular challenge in that each needs to be managed separately and independently from the others. Just because high jump is running well doesn't mean that long jump will be. Also, if the event is contested in 2 pits as is many times the case, one high jump pit may be OK and the other in trouble.

Comparatively speaking, managing a field event is simple and only requires 4 things:

1. That the pit or throwing area be ready (sectors marked, pits leveled, run-up area clear, etc)
2. That the necessary equipment (pits, cross bars, standards, rakes, shovels, puts, etc) be there.
3. That the meet officials be there and knowledgeable on how to run the event. This handbook will help.
4. That the competitors are there.

Your pre-meet activities will take care of the first two and, hopefully, the third. This leaves only the consideration for when and how to make the calls for the event.

The main problem in getting the calls for the field events is that the different areas are seldom in contact directly with the announcer. The meet director should plan ahead on how the field event areas are to let the announcer know when calls are needed. If radios for each area are not practical, the meet director or referee can plan periodic visits to each area with a radio and contact the announcer for the field event judge. Runners might also be considered as an alternative. If the field event areas are near an area with a radio, plan ahead to let both areas know they will be sharing.

The meet director should cover with each event judge the following topics before the meet begins:

- 1) Where and how to get the calls made.
- 2) Where event entry/results sheets are to be obtained.
- 3) Where and how the event results are to sent.
- 4) Who to contact if there are problems.
- 5) What the order of events for that specific area is, ie, if 2 pits are to be used for HJ, what groups will be jumping in what order at that pit.
- 6) Any questions on how the event is to be run.

Once started, the field events typically run well without assistance or problems. I generally pay a lot of attention to the field events at the beginning of the meet and little after that unless the crew changes or there are problems.

The chief problem to anticipate is one of staffing. The field events are, in my opinion, more difficult to

get and keep meet workers for since they usually involve less action and are usually located remote to the running events.

Often, the action will slow at a field event because the competitors are away at a running event (which does have priority over field events). The workers can and will disappear if not warned ahead and encouraged to stay.

STAFFING THE MEET

Track is not like any other sport, youth or otherwise, when it comes to needing volunteers as officials to conduct the meet. Unlike soccer or baseball, a track meet cannot be held with 3 or 4 adults. As you will see, it takes 30 to 60 people to conduct a track meet: thirty if you want to work a few people to death and risk losing them from the program and 60 if you ask for reasonable commitments from each adult (shifts, 2-3 hours each).

Securing the volunteers to conduct the meets will, in all likelihood, be your most challenging and frustrating task as a board member or meet director. The tasks of finding and training coaches and board level staff will pale beside the effort you are going to put in for the meet officials.

The incentive that you and your organization have to find and train officials is to be able to conduct a meet in an efficient manner and shorten the length of the meet. One of the primary complaints of parents about our program is the amount of time they must devote each Saturday to the meets.

Hopefully, this chapter will give you some tips and information which will help you through recruiting and training volunteers to run your home meets.

Staffing the meets properly is a result of three efforts by you and your club staff:

1. Recruiting and,
2. Training and,
3. Reminding

First, I will deal with some of the best suggestions from experienced club members of the conference on how you can recruit the volunteers. Remember, none of these methods are guaranteed. What may work for one club/community may not work for another. Further, you may need to vary your methods from year to year even within your own club since the best excuses are developed after knowing your system.

RECRUITING - I believe that getting the right type and quantity of meet workers on meet day is a product of early season work by you and your club board. For our club, I break the activity into several separate tasks which can and should be done by more than one person. This gets the best result since none of your board is over worked, the job is more likely to get done, and it gives your club an organized look.

First, You have to identify what types and quantities of meet workers you need. The list at the end of this chapter will give you a sample of what is used at Newbury Park. You may want to modify the list for your club depending on its size and in some cases, the facility and number of field event areas you will be using.

Secondly, **START IMMEDIATELY TO FIND THE KEY MEET OFFICIALS**. These are the few people who will actually make your meet happen. Without them, or any one of them, your job will increasingly get more difficult. The key officials are:

Meet Director
Referee

Announcer
Starter
Finish Coordinator (Head Finish Judge/Timer)
Stager
Awards/recorder Clerk
Snack Bar (if you provide one)

These positions should not be combined if at all possible. I can't imagine a meet where any of the above positions could be combined successfully, except the Referee and Meet Director if you had a very experienced person. These people should not have other meet official duties or, especially, should not be coaches.

I have successfully used board members who are not coaching in these positions on meet day. Typically, board members are there anyway without other duties which conflict.

Thirdly, recruit the remaining meet workers. I suggest you do this as early in the season as possible. For us, I have a "sign-up" sheet for each home meet at registration. As a part of the registration process, one station is for parent sign-up as a meet volunteer. I require that each parent who signs up a child to volunteer for at least one position at each home meet. If they won't or can't, then I don't accept the child's registration into the club. It took a few seasons of conducting a meet with 30 or so to develop the ability to turn down children into the program but I now consider it necessary.

By the way, as a reply to the "My schedule _____" excuse I usually ask the parent if they EVER intend to see their child run in the meets. The answer is inevitably a "yes". I then point out that being a meet volunteer will only get them closer to the action, suggest a simple job for the first meet, and give them a set of instructions to read. Most go along with the program but I have turned away 1 or 2 each season.

Some clubs have indicated that they either use or favor a monetary or other penalty for not volunteering to help. I have found that if there is no one to run the long jump on meet day, extra money in the treasury is of little help. It is not possible to find a labor pool big enough to supply all or even a majority of workers for the amount you could penalize non-workers and not drive members away. I am also very sensitive to providing a program financially accessible by all in the community. Perhaps a deposit, paid at registration, which is returned at season's end if they work the meet(s) ? It clearly doesn't solve the problem, and still doesn't provide workers, but it is a stronger incentive than just reminders.

This is certainly an area for new ideas. All clubs have the same problem in some degree. I believe in incentives as opposed to penalties. Neither seems to work perfectly, probably because recruiting is a "people" activity.

Some clubs use High School team members to help staff their programs. If your club has a close relationship with the High School, you may be able to get them to help. I have found that, IF I can get them to come to the meet as promised, they can be great assets. If you get Track team members, they will have a better knowledge of the sport than most of the parents. I believe that, morally, the parents are obligated to provide the labor to conduct their own children's meets, and I concentrate on getting them involved first. If your parent base is small, or more unreliable than most, you will need to pursue other labor pools such as the High School, volunteer firemen, or even arrange with the visiting club to take responsibility for a part of the meet. Most clubs will gladly help.

One final word regarding the use of High School age meet workers: Be careful in placing them in sole supervision over an activity. Most are not experienced with the safety issues concerning the children.

Be sure to keep a list of who volunteered for what for use at the meet. It can be a long time between the sign-up and first meet to be worked.

TRAINING -If you are lucky, your first meet is an away meet. This will allow the parents to see a meet in action if they haven't yet. If the first meet is away, I try to locate my key officials and get them to watch the other club run the area they will be responsible for.

If your first meet is at home and most or all of your key meet officials are new, you may want to organize a reduced format "practice" meet. This will allow them to learn under a low pressure situation. Most coaches will support the pre-season meet as a time trial opportunity. By the way, a "reduced" format means not all events are run. We run only the 100, 400, mile, 4x100 relay, and long jump.

I have also found that giving out an instruction sheet at the time the parent decides which position(s) at the meets they want to work is of great help. The instructions should be brief (1 page or less), not written in a lot of technical track terms, and in a "step-by-step" format.

REMINDERS -Since most of the commitments to work the meets are made near the beginning of the season, reminders need to be made as the home meets(s) approach. Generally, this can take a verbal or written form, or both.

Written notices are one form of reminder that works. Some suggestions you can use: Post cards with computer generated messages, mailed letters, or letters sent home with the children all with specific messages, or a generic "flyer". Each has its own obvious unique advantages and disadvantages.

I take the sign-up sheets mentioned and enter them into a simple personal computer program that will generate "stick on" labels with names, address, and a reminder notice typed on them. We stick the labels on post cards and mail them out on Monday or Tuesday prior to each home meet.

If you decide to use a written message, make it strongly worded, even if it sounds as though it were a reminder on a past due bill. I use something similar to:

" -- REMINDER --

*You volunteered to help at your child's track meet on _____
as a _____. Please report to _____ at _____.
THE MEET CANNOT BE HELD WITHOUT YOUR HELP. If you cannot
honor your commitment, don't call the coach or a board
member, please get your own replacement. If your child is
at the meet, we expect you to help. "*

Another type of reminder that works is to make personal contact with the parents. This can be done by phone or in person. If you have a large club, the personal contact method can be VERY time consuming and you will probably need some kind of committee to handle it. We use the phone calls to reinforce the mailed out reminders, especially to the key officials. Phone calls work best 3-4 days prior to the meet.

Be sure to prepare and bring that list of "who is doing what" for use at the meet. If needed, use the PA to remind them.

The following table should assist you in determining the number of position required:

POSITION	MIN	MAX	COMMENTS
Meet Director	1	1	Key Official
Referee	1	1	Key Official
Announcer	1	2	Key Official
Finish Coordinator	1	2	Key Official
Stager	1	2	Key Official
Starter	1	2	Key Official
Head Awards	1	2	Key Official
Snack Bar Chief	1	1	Key Official
Timers	6*	20*	
Asst. Staging	1	4	
Asst. Starter	0	2	
Awards Table	3	12	
Long Jump	2	5	Per Pit
High Jump	2	3	Per Pit
Shot Put	2	5	Per Ring
Starting Block Crew	0	2	
Pre-Meet Field Crew	4	8	Can also work meet
Meet Day Set-up Crew	4	10	Can also work meet
Take Down Crew	4	10	Can also work meet
TOTAL	36	94	

* Number of timers can be greatly reduced if a multi-recording device (e.g., Chronomix, or Seiko) is used. You should consider what you will do if you are going to depend on this type of device and it fails.

MEET PREPARATION AND SET UP

The tasks listed in this section are those very specific things that must be done to prepare for EACH home meet. Most of the tasks are the responsibility of the Meet Director but, depending on how your club is organized, they may be done by other board members or he may be assisted by parent volunteers, or, in some cases, the Meet Director may request that the facility do some of the work.

The tasks are listed in time oriented groups as to when they should be done prior to the meet: The week before, the night before, and the morning of the meet. If you can start any sooner, you should do so. It is sometimes hard to develop any real enthusiasm for pre-meet work, but these tasks are absolutely essential to a successful meet.

Many of the tasks listed in this section require that one or more of the tasks listed in the Early Season Preparation section of this handbook be done. Before your first home meet, you should read that section and review each task for completion to insure you can complete these tasks in time for the meet.

- THE WEEK PRIOR TO MEET DAY:

- Meet worker reminders
- Mail out Order of Events
- Equipment/supply check
- Prepare mailing envelopes for results
- Submit facility work order
- Set up clip boards/equipment

- THE NIGHT BEFORE EACH MEET:

- Track Preparation
- Field event area preparation
- Check rest rooms
- Check trash cans
- Equipment set up

-THE MORNING OF THE MEET:

- Open and set up Snack Bar
- Set up and test the P.A. system
- Set up the Announcer's area
- Set up Awards
- Set up Staging
- Set up the Finish Line
- Set up the Hurdles
- Set up the High Jump
- Set up the Long Jump(s)
- Set up the Shot Put area(s)
- Open rest rooms
- Open gates, parking areas
- Check trash cans

Officials meeting
Coaches meeting

It is difficult to make a very specific list that can be used by all clubs. Most clubs will do all of the above tasks in some form but it is very likely that your club will not do all of the tasks listed. You may find that one or more tasks may be combined into a single effort or, that the facility will do some of the above for you as a part of the use permit that you will probably be required to get.

Now a brief, but somewhat detailed explanation of each of the tasks. Remember, the tasks are listed by the LATEST time they should be complete and that some of them can be done earlier. You should start as early as possible, especially for your first home meet.

TASKS FOR THE WEEK PRIOR TO MEET DAY:

Remember, you must do these tasks for EACH home meet.

MEET WORKER REMINDERS: As described in the "Staffing" section, you will need to remind the volunteers that they must help at the meet. Whether you do this in writing or verbally, it is best done by Tuesday or Wednesday of the week prior to the meet. Reminders are essential since most of the commitments are made months prior to the meet(s). A summary list should be prepared for each home meet showing who is to work where. The list should be given to the Meet Director for use on meet day.

MAIL OUT THE ORDER OF FIELD EVENTS: You may not do this task. The rules now require you notify the visiting team of the order of competition for the field events IF you have more than one pit (throwing area) for an event AND you will not compete boys at one and girls at the other (Alters the order of competition). The rules currently describe an order of (field) events for single and dual pit facilities.

EQUIPMENT/SUPPLIES CHECK: This activity is concerned with the expendable items you need for each meet. You need to check/replace/buy:

- Starters ammunition. Make sure there is at least 100 rounds in the box for the meet. More is O.K.

- Ear protection (If you use the expendable type plugs) is in the Starters's box.

- Check the stop watches to see that you still have enough and they work.

- Check/replace the radio batteries or, if you use the rechargeable type, recharge them. Also check the radios to see that they work.

- Pre-package the ribbons. Optional task but some think worth the effort. See the Awards section for details.

- Locate/check the measuring tapes and other field event equipment. They may have been broken or lost since the last meet.

- Locate the shot puts. If you don't have a separate set just for the meets, start early to insure they are available on meet day.

- If using a megaphone, check it/replace the batteries.

- Check the forms you will need. Copy/replace as needed so that you have the following recommended quantities:

Running event finish sheets	:	185-250
Field Event finish sheets	:	60-100
Varsity Score (Results) sheet	:	10-15
Event call sheet	:	5-10

- Check supply of pens/pencils. Make sure they work or are sharpened.

- Chalk to mark the track (if you have a dirt track).

- Buy snack bar items.

- If you use paper (lunch) bags to distribute awards, buy and mark them.

PREPARE MAILING ENVELOPES FOR VARSITY RESULTS: As described in the Awards Table section, preparation of the envelopes for mailing out the varsity meet results will reduce the amount of effort after the meet is over and expedite the sending of the results to the other clubs. See the Awards Table section of this handbook.

SUBMIT FACILITY WORK ORDER: If your facility manager and crew will perform any of the preparation tasks, it is almost always required that you submit a work order to the crew at least a few days in advance, possibly more. In the meeting with the facility manager, you should have determined what they will do and how and when you must submit your request. You may also need to submit a request to have things like the sprinklers turned off or the rest rooms opened or the lining equipment made available.

If no formal written work order is required, it would be a very prudent idea for you to call the facility a few days prior to the meet to gently remind them.

Whether or not a formal process is used or the facility work is supposed to occur automatically based on the facility reservation, check to see that what you need or expect to be done has been finished. Do the checking enough in advance that you can get whatever was missed done before the meet.

SET UP CLIPBOARDS/EQUIPMENT: There is more than the clip boards that can be set up. In this task you can not only set up the clip boards but box all of the equipment and supplies going to an area in order to expedite meet day set up/delivery.

By reviewing the list of items by area in the appendix and by reading the individual sections in this book on Staging, Starting, Announcing, the Finish Line, and Awards you can assemble all of the equipment and supplies for each of the areas. The clipboards can be set up as follows:

On the Announcer's clipboard, put:

- A copy of the running events and a copy of the field events call sheets.
- If you use it, a copy of the "Schedule of Event Calls" sheet.
- A copy of the facility map.

On the Stager's clipboard, put:

- A copy of the running events call sheet.

On the Finish Line Clerk's clipboard, put:

- Approximately 25 Running Event finish sheets. The remainder can be left in a box or a rubber band put around them and delivered loose to the finish line.

On the Awards Table clipboards, put:

- One varsity Score (Results) sheet on each of 10 clip boards. Fill out each sheet to indicate varsity results for one of the age/groups (GG thru IB). See the Awards Table section for more details.
- On 1 clipboard, a copy of the Order of Events sheet.

On each field event clipboard, put:

- 10-15 Field event finish sheets.
- An Order of Events Sheet for that event area.
- A copy of the event rules from the Conference Rule book.

On the Meet Manager's clipboard, put:

- A copy of the "Items by Area" list.
- A copy of the meet volunteers list.
- A copy of the Order of Events sheet.
- A copy of the Announcer's call sheet.
- A copy of the current Conference Rule Book.

THE NIGHT BEFORE THE MEET:

In order to perform the many tasks necessary to prepare your facility for your home meet, you will need two VERY important things: People and equipment.

The pre-meet set up crew is essential. You will need 4 or more people to help prepare the facility.

In addition to the people, you will need the following:

- | | | |
|---------------------|-------------|----------------------------|
| Marking chalk (4-5) | Rake(s) | Plumber's helper(?) |
| Broom(s) | "Snap" line | 6-12 rolls toilet paper(?) |

Shovel(s) 50' Tape Keys/Access

If you have a dirt track and will line it yourself, you will need access to:

Tug/Tractor Lane Marker Hose(s)
 Drag Hand chalker

TRACK PREPARATION: Unless you are lucky enough to have the use of an all-weather track, you will need to consider the preparation of the track for your meet. Even if your facility manager will do some or all of the tasks for you, it is wise to check for completion.

Track preparation is always done the night before the meet because doing it before that may result in having to do it again. Do not be surprised, either, that you may need to "re-do" some of the preparation tasks on the morning of the meet. Gremlins (non-track type) seem to keep late hours.

In preparing a dirt track, you will need to:

- Drag the track. The facility usually has the equipment and you will borrow and sometimes operate it. It requires a vehicle (usually a tug or tractor but can be anything able to tow the drag), and the drag. The drag is usually some kind of chain link or heavy metal screen material.

- "Rock" the track. A manual effort to walk around the entire running surface picking up rocks, glass, or any foreign material.

- Line the track. Again, the facility usually has the device, which is either pulled manually or towed behind a vehicle. This puts the lane lines around the track.

- Mark the Starting line(s), Finish line, staggers, and relay zones. This is a manual effort usually with a small hand operated chalker. If the track curb is not clearly marked as to where these places are, you should have one of the facility crew who knows show you before you try to mark the track.

- If the weather is dry and windy, you may want to water (spray) down the track so that the markings don't blow away during the night.

FIELD EVENT AREA PREPARATION: Each field event area you intend to use will need some preparation work. The field event areas are easier to prepare than the track surface. If you have a minimum crew of 6 for preparation work, I would assign 4 to the track and 2 to do all of the field event areas. To prepare the different areas you will need to do or check to see that the following has been done. Remember, if you have, for example, 2 long jump pits, you will need to do the tasks for both pits.

Long Jump area(s):

- Check the runway for debris. Remove any foreign objects and sweep the last 10 yards or so, especially around the take off board.

- Dig up the pit sand. Check for and remove any foreign objects or debris. Move sand from the end farthest from the board to the end closest until the sand is level with the top of the pit. Actually, you should try to get the sand surface level and even with the take off

board.

NOTE: You only need to dig up the sand about 8" to 12" down and for a length of 18' to 20' from the take off board. This will be something like 14' to 16' feet in the actual pit.

- Sweep the sand off the pit boundaries and into the pit.
- You may want to water the pit down lightly. Cats seem to prefer a dry toilet.

High Jump Area(s):

- Check the run-up pad and surrounding area for foreign matter. If you have a hard pad, sweep it.
- Does the grass need mowing to be safe ?

Shot Put area(s):

- Sweep the throwing circle.
- Check the impact area for debris and remove it.
- Mark the throwing sector lines. See the Conference rule book for dimensions, etc. You will need the hand chalker for this.
- Mark the distance arcs. This isn't mandatory but will help meet day. Start at 10 or 15 feet out and put an arc each 5 feet from one sector line to the other.

CHECK REST ROOMS: This is a last minute check of the boys and girls rest rooms for usability on meet day.

- Do all of the toilets/urinals work? If they don't, at this point you may be in trouble. If stoppage is the problem, try a plumber's helper (plunger). Next, put a panic call into to the facility maintenance crew. As an alternative, see if you can get another rest room open on meet day.

- Are the rest rooms clean ? Paper on the floor or other trash can be removed.

- Are they stocked ? Even if you have placed a work order with the school, be sure to check. It wouldn't hurt to bring 6-12 rolls of paper just in case. On meet day, the paper could be stored in the snack bar until needed.

- Be sure to relock the rest rooms after you finish.

CHECK THE TRASH CANS: You may need to empty them or reposition them for your meet. Do you need extras ? You might consider bringing some large plastic trash bags on meet day to help if you don't have many cans. The bags may be taped to the backs of chairs or to the grandstand. If you want to collect recyclable cans or bottles, put out and label one of the cans or bags.

EQUIPMENT SET UP: The security at your facility will dictate how much actual set-up can be done the night before the meet. Normally, not much can be done, but if possible you could do the following to ease your early morning set up chores:

- Set up the staging area. Place barriers, ropes, flags and or shade tarps/awnings. If you use benches, they could be set up.
- Move the timers stand in place (if you have one).
- Set up the awards table shade tarp/awning. You could possibly set up the tables as well.
- Set-up and check out the P.A. system, especially if it is secure in a press box. I always want to know as early as possible if this most critical piece of equipment won't work.
- Put up any crowd control measures you will have. You may want to rope off the shot put area, long jump runways, finish line area.
- Set up the Snack Bar. You could stock it and have everything ready to turn-on the next morning.
- Get the hurdles out. You could either put them on the infield (off the track) stacked in flights by the where they will be set up, or you could actually place them on the track except lanes 1 to 3. The hurdles are run after the two mile run(s). The 2 mile runs are not in lanes after the start.

THE MORNING OF THE MEET:

You and your set-up crew should plan on arriving 1 1/2 to 2 hours before the meet. The more people you have and the more experience they have the later you can come. An hour and a half before the meet is a late start.

Before you start, and assuming you have "boxed" all of the supplies and equipment for one area together, simply deliver the "boxes" to the proper area. As your crew arrives, point them to one of the areas you have delivered to so they can begin.

- Open and set up the Snack Bar. See the Snack Bar section in this book.
- Set-up and test the P.A. system. Don't do this at 6:00 am or 7:00 am, but do it early so you have time to fix it or use a back-up plan if it doesn't work.
- While you are setting up the P.A. system, set up the Announcer's area. See appendix and/or the Announcer's area.
- Set up the Awards area, including the shade tarp, tables, chairs, supplies, and clipboards.
- Set up the Staging area.
- Set up the Finish Line.
- Set up the hurdles if not done the night before.
- Set up the High Jump area(s).
- Set up the Long Jump area(s).
- Set up the Shot Put area(s).
- Open rest rooms.
- Open/close gates, parking areas.
- Check trash cans.
- Have a brief meeting with your key meet officials. Discuss any last minute problem

areas, radio procedures, procedure changes, etc.

- Have a Coaches meeting 15 to 20 minutes before the first race. At that meeting you might discuss:

- Who the key officials are.
- Order of competition at the field events if using more than one pit/area for an event.
- Where the Snack bar, staging, announcer, and awards will be.

ANNOUNCING

WHAT IS DONE HERE - One of the very key officials of your meet will be the Announcer. The Announcer makes, via the Public Address System, the calls which alert the competitors that their event is coming up, where to report, and in some cases even report results. The announcer works closely with the Stager, Field Event Judges, Meet Director, and Referee. He/she also makes announcements for safety matters, requests for parent volunteers, and anything else required for meet coordination.

WHAT YOU WILL NEED - The following will be necessary for the Announcer:

- A WORKING Public Address System.
- A work surface, like a table, and a chair
- A clipboard or other smooth writing surface if not provided by the work surface.
- A list of the Order of Events. Must include both running and Field events.
- Pencils or Pen.
- A "Schedule of Event Calls". This is a separate item than the Order of Events.

The following are not absolutely required but will add to your meet:

- A watch.
- If you are not in voice distance with the Stager, a Radio.
- Weather protection. If you are not in a Press Box. Meet days can be hot, cold, windy or all of the above. You may want to bring an umbrella, coat, hat, gloves, sunscreen, or sun glasses.
- A map of the facility showing where things are done or held.
- A copy of your club records. Optional. Helpful if you intend to comment on the events.

HOW ITS DONE - The most important and most numerous type of announcements that you will make are the calls to the athletes for each event. There are three calls for each event and age/group. Often the calls for two or more age groups for the same event will be combined because they will be competed that way.

The calls are referred to simply as "First call", "Second call" and "Third call". They are spaced apart at given intervals so that the competitors are alerted enough in advance that they can warm up, go to the toilet, complete an existing event, or find the other relay members. The target intervals are as follows:

First Call - 15-20 minutes before the competitors are needed in staging (running events) or at the event site (field events)

Second Call - 10 minutes before they are needed.

Third Call - When they are needed in Staging or at the event. (about 10 minutes after the second call)

In practice, the intervals will always vary depending on how late or early the meet is running and how well you and the Stager/Field Event Judges are able to anticipate when you need to make the First call for an

event. There are some suggestions for judging when to make the First call for an event in the "Tips" section.

The calls are generally given in the following way. The exact words shown need not be used, but they should provide a guideline:

First Call : "May I have your attention please."

"This is the First call for the Bantam Girl's 100 meter dash."

(short pause)

"First Call Bantam Girl's 100 meter dash"

Second call: "May I have your attention please"

"This is second call for the Bantam Girls' 100 meter dash"

(short pause)

"Second call Bantam Girls 100 meter dash"

Third call : "May I have your attention please"

"This is third and final call for the Bantam Girl's 100 meter dash"

(short pause)

"Third and final call for the Bantam Girl's 100 meter dash. Third and final call. Please report to the staging area"

Often there will be a need to make calls for more than one event at the same time. You may combine them in one announcement but you must keep them distinguishable. For example,

"May I have your attention please."

"This is second call for the Midget Boys' 220 yard dash"

(short pause)

"Second call Midget Boys' 220 yard dash"

(longer pause)

"This is also first call for the Youth Girls' 220 yard dash"

"First call Youth Girls 220 yard dash"

Calls for combined events can be done as follows:

"May I have your attention please"

"This is second call for the Bantam Girls and Bantam Boys One mile run"

(short pause)

"Second call Bantam Girls and Bantam Boys Mile run"

INTERACTIONS - The Announcer interacts with several other meet officials during the course of the meet. By far the most contact will be with the Stager (Clerk of the Course) in making the calls for the running events. The Field event Judges (or other meet official like the Referee or Meet Director in their behalf) will also contact the Announcer to request the calls for their specific event.

Normally, you can make the first and second calls for a running event without the Stager requesting them. You can use the schedule at the end of this section along with watching (if you can see it) the staging area to approximate the need for first and second calls. You must always check with the Stager before you make the third call for a running event.

Usually, the Stager will contact you (hope you have a radio if you are not in voice contact !) to make the third call for an event.

The Meet Director and/or Referee will also be requesting your services. They will most often be transmitting requests from the field event areas for calls but will also ask you to make announcements for other things like requesting volunteers, to clear the infield, or that certain fund raising items are on sale. If you have problems or questions, and you will, they are the ones to ask. For some clubs, the Meet Director and Referee are the same person.

Field event Judges will sometimes come directly to you to request that you make calls. You should get to know them at the beginning of the meet so you can be sure the calls requested are actually needed.

The Announcer is also the place most of the athletes and coaches will come to determine if a certain call has been made, where to report for an event, or where an event is to be held. Acquainting yourself with the facility before the meet and keeping a record of what calls have been made will help.

There are different orders of events for dual meets and the Varsity Finals. If you are announcing for Varsity finals, please review the correct order and use it. Dual meets and JV finals use the same order of events.

It is important that the proper order be followed. Since the order of events is fixed in the rules and clubs and their athletes sometimes judge their arrival by a rough estimate of when the event will be held, changing the order can cause an athlete to miss an event. Also, much consideration has been given to the order of events to eliminate as much conflict as possible between the field and running events for a particular age/group, as well as spacing out the distance and sprint events.

The running events are usually not the problem. Often, a field event judge will try to alter the order of jumpers or throwers because the group that should be held next is not ready (possibly at a running event temporarily). DON'T DO IT!! The announcer should feel a responsibility to keep the meet on the right track by calling the Meet Director or Referee's attention to any attempt to alter the order of events.

TIPS -

___ Keep the commentary to a minimum ! The Announcer can add a great deal to the meet by making commentary on events about to take place or are already in progress or on some outstanding performance by an athlete. As the announcer, you might consider before the race:

- Letting the crowd know what event is about to take place.
- Recognizing an athlete who is a past county champion or record holder. State, National, or Youth Age Group record holders should be announced.

For events in progress:

- Lap times for distance races.
- Record performances in progress.

After the event is over:

- The results of varsity events, particularly the field events which are many times held out of view of the audience.
- Club record performances.

If you decide to make any commentary at all, remember to be fair and equitable to all in the race, both clubs, all age/groups, etc.

___ Keep a record of what calls you have made. You will be constantly asked "What call do you have on the ___". Use the sample sheet at the end of this chapter.

___ Do not alter the sequence of the calls (events) without first checking with the Meet Director or Referee.

___ Make all calls in full. Be sure to state the complete event name and the age/groups being called. For example, if the Gremlin boys and Girls are running in the same mile run, announce it as "This is the first call for the Gremlin Boys and Gremlin Girls One Mile Run", Not just "First call, Gremlin Mile".

___ Always use an attention getter as your opening line for each announcement, something like "May I have your attention, please" . You can and should change the words to prevent monotony but do keep some type of statement before the main announcement to be sure the audience is alerted to hear the entire message.

___ Speak slowly and distinctly. Try not to mumble your words. NEVER assume the audience knows what you are talking about.

___ In most stadiums, there is a delay between when you speak into the microphone and when you will hear your words over the P.A. This can sound like an echo and be very distracting. Try to ignore it by just concentrating on what you are saying. If that doesn't work, use earphones or earplugs.

___ On third calls, always use the "and final call" statement. Also, always give the location for the athletes to report to.

___ Before the meet, be sure you:

- 1) Know who the key officials are and how to contact them during the meet.
- 2) Know where things are to be held (Staging, Rest rooms, snack bar, Field events,etc)

___ Only take requests for announcements from the right officials.

___ If you are using a radio, LEAVE IT ON AND TURNED UP SO YOU CAN HEAR IT !!!

___ If you have a choice of where to locate as the Announcer, try for an out of the way spot. This will somewhat reduce the number of questions and interruptions.

ANNOUNCERS CALL SHEET FOR REGULAR SEASON MEETS & JV FINALS

RUNNING EVENTS

2 MILE RUN

MG, MB	1	2	3
JG, JB	1	2	3

100M HURDLES

JB, JG	1	2	3
MG, MB	1	2	3

*1st, JB=33 inch, 10 hurdles
 **2nd JG=30 inch, 10 hurdles
 ***3rd MG 30 inch, 8 hurdles
 ****4th MB 30 inch, 8 hurdles

4X100M RELAY

GG,GB	1	2	3
BG, BB	1	2	3
MG,MB	1	2	3
JG, JB	1	2	3

1 MILE RUN

GG,GB	1	2	3
BG,BB	1	2	3
MG,MB	1	2	3
JG, JB	1	2	3

400M DASH

GG	1	2	3
GB	1	2	3
BG	1	2	3
BB	1	2	3
MG	1	2	3
MB	1	2	3
JG	1	2	3
JB	1	2	3

100M DASH

GG	1	2	3
GB	1	2	3
BG	1	2	3
BB	1	2	3
MG	1	2	3
MB	1	2	3
JG	1	2	3
JB	1	2	3

800M RUN

GG,GB	1	2	3
BG,BB	1	2	3
MG,MB	1	2	3
JG, JB	1	2	3

200M DASH

BG	1	2	3
BB	1	2	3
MG	1	2	3
MB	1	2	3
JG	1	2	3
JB	1	2	3
GG	1	2	3
GB	1	2	3

4X400M RELAY

BG,BB	1	2	3
MG,MB	1	2	3
JG, JB	1	2	3

FIELD EVENTS

HIGH JUMP

BG	1	2	3
BB	1	2	3
MG	1	2	3
MB	1	2	3
JG	1	2	3
JB	1	2	3

LONG JUMP

GG	1	2	3
GB	1	2	3
BG	1	2	3
BB	1	2	3
MG	1	2	3
MB	1	2	3
JG	1	2	3
JB	1	2	3

SHOT PUT

JB (4Kg)	1	2	3
JG (6lb)	1	2	3
MB (6lb)	1	2	3
MG (6lb)	1	2	3
BB (6lb)	1	2	3
BG (6lb)	1	2	3

G = Gremlin
 B = Bantam
 M = Midget
 J = Junior
 (T = Tadpole deleted)

STAGING

WHAT IS DONE HERE - The Stager is also known as the Clerk of the Course and is responsible for organizing all of the competitors in an event into races. He/she is responsible for putting only the right age/groups into competition, separating varsity and junior varsity, determining the number of races needed, placing the competitors into the races, and in laned races assigning the lanes. The Head Stager may have one or more assistants. The staging area is only involved in the running events and is one of the four key areas in an efficiently run meet.

WHAT YOU WILL NEED - The following will be necessary for the Staging Area and Clerk of the Course:

- ___ An Order of Events sheet. This should be the same one as the Announcer has.
- ___ Clip board. To use with the Order of Events sheet to keep track of the calls.
- ___ Pen/pencils.

The following items are not absolutely required but will add to your meet:

- ___ A Radio. The more remote your staging area is from the Starting line and Announcer, the more you need one.
- ___ Marker, colored "see-thru"
- ___ A tarp for shade.
- ___ Benches for the staged athletes.
- ___ Flags on a rope or some type of barrier tape. Used to mark off and somewhat isolate the runners being staged. Almost a necessity if your staging area is in a congested area.
- ___ A chair for the Stager(s).
- ___ A hand-held P.A. system (bull horn).

HOW IT'S DONE - Just as with many of the activities at a meet, the Stager's are repetitive. Each age/group event is handled almost the same way. Briefly, the process follows the same pattern event after event:

- Stager notifies the Announcer to make the third call for the event.
- Competitors show up at the Staging area.
- The Stager begins by separating the varsity from junior varsity.
- The Stager determines, roughly, how to organize the event by deciding what groups/classes will be combined.
- The Stager assigns the Varsity competitors to their lanes.
- The Stager determines the number of J.V. flights.
- The Stager assigns each of the J.V. entries to a flight.
- Within each J.V. flight, the Stager assigns lanes.
- The Stager sends each race/flight to the starting line.

This is a general picture of the repetitive process each event requires. As will be seen from the following detail description, there are variations only in how the separate flights/races of the event are formed and how many flights are created.

The variation in staging between events is driven by at least four factors: 1) The type of event (laned/non-laned), 2) The age/groups involved, 3) The number of competitors, and 4): Common sense, fairness, and safety.

Most of the decisions of the Stager are judgmental and no hard and fast rules can be developed to guide him. If any priority is given to the above factors in deciding how to stage an event, it should be the fourth one, Common sense, fairness, and safety.

Now a detailed description:

NOTIFYING THE ANNOUNCER OF CALLS: Suggestions on how to tell when you need first and second calls will also be included here. A practiced announcer will be able to anticipate your need for first and second calls but, in case he doesn't, these suggestions will help.

First call	- When you have just finished the staging of the	current
event.		
Second call	- When you send out the first J.V. race.	
Third call	- When you have 1 or 2 races left in the Staging area	or are
about (within 5 mins) of needing the next race'	competitors.	

Remember, these are only rough guidelines. The first call should be given about 15 minutes before you will need the runners for the event in staging. If you wait until the staging area is empty of the current event before you have calls made for the next event, you will greatly lengthen the meet and not provide the competitors the proper time to warm up and get ready. Your objective is a smooth flow of entries to the staging area: just enough to keep the starting line fed but not so far in advance that athletes are kept in staging longer than necessary.

THE COMPETITORS SHOW UP: This is where having an enclosure for staging will help. Only allow the athletes who are to be staged into the staging area: **No friends, coaches, or parents.** I only make an exception for the Gremlin coaches and only in the first couple of meets of the season. Ask the others to leave the area. You will have enough confusion without the extra bodies and questions.

SEPARATING THE MAJOR GROUPS: Although this is where the discretionary part of the job begins, it isn't as tough as it may seem. Lets assume a simple staging job: One age/group for one event and use the Gremlin Girls 100 meters:

First, ask the varsity competitors to move all to one side of the area, or to a particular bench. At the same time, be sure the JV's move to the opposite side or other benches.

Next, check to see that all of the varsity runners have tags and that the tags indicate they are varsity (without the colored stripe) and that the JV's also all have tags marked for this event and that they are to be JV. Try to go by what the tag indicates first, unless it is so confusing you can't deal with it and then try to contact the appropriate coach. (The coach is probably nearby. If not, have an announcement made.) Use your "see-thru" marker to correct the J.V. tags.

If you have multiple age/groups in this staging (you will for some of the distance events in order to save time), just separate the other age groups into varsity and JV as indicated above, keeping the varsity of one age/group separate from another at this time.

DETERMINING HOW THE EVENT WILL BE CONTESTED: This means how you will group the varsity and JV and age/groups you have for this event into races.

A simple staging job would result in 1 varsity race and one or more JV races for the same age/group in an event. If at all possible, all the running events should be staged that way.

Combining competitors from varsity and junior varsity and, in some cases, by combining age groups in one race, is a frequently used option of the Stager to expedite the meet. It can also be a way to create an element of competition where, because of the number of competitors who show up for a particular age/group/sex event, there would be little or no competition. This particularly shows up in the longer distances, older age groups, and hurdles.

One combination of competitors that almost always takes place is to combine the Youth and Intermediate girls into one logical grouping. (Youth & Intermediate boys are also grouped). Their varsities run together as do their JVs. Often so few runners enter the 2 Mile that all age/groups and classes are often combined into one race.

Here are some guidelines to help:

- You must run all varsity competitors in one age/group in the same race. You should also run them as a separate race especially if you have 4 or more entries. There are exceptions to this rule, however:

- If the total number in the event for the age/group/sex is less than the maximum for the event (see the section following on forming JV flights), you may want to consider combining varsity and JV.

- If all of the varsity entries are from one team, AND the coach of that team wants to run against members of the other team. (Frequently happens in events like the hurdles which are not heavily entered by most teams and the coach wants some variety for his runners.). If this is the case, consider running JV's with the varsity.

- If you have less than 4 varsity competitors, consider combining them with other group(s) in the following order until the race target or maximum is reached:

- First, JV's of the same age/group/sex.

- Secondly, varsity of the next group in the Order of Events.

- Thirdly, the JV's of the next group.

- In combining different age/groups consider:

- Girls and boys at certain ages prefer and actually compete better if they are mixed with older or younger groups of the same sex.

- Try to "fill-up" the race by assigning all of the lanes/starting positions available. Fewer races do translate to a shorter meet.

- The impact of combined races on the Finish Clerk and awards is confusion. Their job is easier if each race only includes one age/group/class. It is easier for them to recognize JV's from varsity (because of the color stripe) than it is to tell at a quick glance that there are MBs and MGs in the race since all they see are the tags.

ASSIGNING LANES: There is an involved, traditional seeding method and there is a simpler method which is suggested.

First the traditional method: Lanes are assigned in the following order:

For the 100 and hurdles : 4,5,3,6,2,7,1,8

For the 220, 440, & 880 : 2,3,4,1,5,6,7,8
(and relays)

For the Mile and 2 Mile : 1,2,3,4,5,6,7,8.....

This method requires that the runners be assigned lanes starting with the fastest and working to the slowest from each team. As an example, in the Gremlin Girls 100 meters, the fastest entry from team "A" is

assigned to lane 4, then the fastest from team "B" is assigned to lane 5, the second fastest from team "A" gets lane 3, the second fastest from team "B" goes in lane 6 and so on until all in the race have a lane.

Much precious time can be spent trying to find out who is faster than who. The runners usually don't know or have varying opinions and the coach may not be there. If you don't know who is faster, this method has no advantage over the simpler method.

The suggested method involves only knowing what lanes are available, and how many runners are in the race. Alternate which team you start with, assigning any runner from that team to lane 1 (or the first usable lane), then any runner from the other team to lane 3, alternating between the teams until all runners in the race have a lane assigned. With a small exception for the 100 meter dash and hurdles, the lanes are assigned the same way: starting with lane 1 (or 2) and using the order 2,3,4,5,6,7,8.

In the 100 meters and hurdles, it is desirable that the runners be in the middle of the track, away from curbs and fences. This is hard to describe but easy to do. If, for example you have 5 entries in a Gremlin Girl 100 meter dash, they would be assigned to the middle 5 lanes, e.g., lanes 3,4,5,6,7.

There are USATF rules and somewhat advanced practices for assigning lanes based on seed/qualifying times. Since we have neither seeding or qualifying in dual meets, they will not be discussed.

There are some worthy notes concerning lane assignments:

- The 880 is shown above as run on a one-turn stagger. If your club runs the 880 on a "waterfall" (International) starting line, use the same order as the Mile and 2 Mile.
- You may run up to 2 more runners in the 880 (making a total of 10) by placing two runners in lanes 6 and 8. This will avoid a second race.
- Often, due to the usage lane 1 gets, you will be asked not to assign it unless necessary. If you have an 8 lane track, use lane 1 only if you have exactly 8 in a race.
- Avoid assigning runners to a lane if the lane is known to have hazards (depressions, mud, rocks, etc) or is unsafe or distracting in any way. Lane 8 is often not used due to its proximity to a fence or boundary.

DETERMINE THE NUMBER OF J.V. FLIGHTS: This is almost exclusively a concern for the laned JV races. Judgement by the Stager is important to allow equal competition and the best chance for all runners to "ribbon".

First, count the number of total J.V. entries and consider how many lanes are available for assignment. For our example, lets assume we have 18 entries in the Gremlin Girls 100 meter dash and we don't want to use lane 1. We have several options:

- 1) 4 flights of 4 and 1 flight of 2
- 2) 3 flights of 5 and 1 flight of 3
- 3) 3 flights of 6
- 4) 2 flights of 7 and 1 flight of 4

As you can see, the options are numerous. The one option which creates the best element of competition while also creating the fewest number of races is: 3 flights of 6.

You can use this table as a guideline for the laned races:

NUMBER RUNNERS	NUMBER FLIGHTS
1 to 3	Consider combining with Varsity. If not, 1
4 to 10	800/880 RUN IN LANES ONLY: Put 9th in lane 6 and 10th in lane 8.

NUMBER RUNNERS	NUMBER FLIGHTS
4 to 8	ALL OTHER RACES: 1
9 to 16	2, equally divided
17 to 24	3, equally divided

For the Non-Laned races, use the following guidelines:

NUMBER RUNNERS	NUMBER FLIGHTS
1 to 3	Consider combining with Varsity. If not, 1
4 to 18	1, but as the number goes above 10 consider safety and the age of the runners involved. The younger and less experienced they are, the fewer you put in a race. If you go to 2 or more races, divide the races equally.

ASSIGNING J.V.'s TO A FLIGHT: Divide the entries from each team as equally as possible between the flights.

If there were 5 entries from one team in our example of the Gremlin Girls' 100 meter dash (with a total of 18 entries), put 2 in the first flight, 2 in the second flight and 1 in the third. The 13 entries from the other team would, in a similar way, be divided 4,4,5. (The 13th runner should be placed in the flight where the other team only had 1 entry to make each flight balanced with 6 runners.)

ASSIGNING J.V.'s TO LANES: This is done in exactly the same manner as assigning the varsity runners to lanes. Please see that description. The only extra note here is that the "fastest-to-slowest" assignment principle mentioned is even less important in J.V.s.

SEND THE FLIGHTS TO THE STARTING LINE: You can, by just looking, tell if the starting line is ready for a race to be started. In all but the 100 meters and 220 yards, you will hold the races in staging until the line is ready for the next race.

In the 100 meter and 220 yard dashes, you will need to send 2 or more races to stand behind the starting line in a sort of "secondary" staging area. This is done to expedite the meet for three reasons: 1) the starting line is usually farther from staging (generally located near the start/finish line, which is used for all other races), and 2) The meet can be greatly expedited by having the next race ready to start as soon as possible and 3) there are more 100's and 220's than any other race, intensifying the need to reduce the time between races.

When you send the races out of staging to the starting line, send the varsity race first, then each J.V. flight.

If you have multiple age/groups staged in the same event, send the races to the starting line according to the Order of events sheet you have: First varsity for age/group, then J.V. for that same age group, followed by varsity for the next age/group, and then J.V. for that group.

If the races are mixed by varsity and J.V. and have mixed age/groups, send the race with the varsity of the first age/group to be run (according to the Order of Events sheet) (even though it may contain J.V.'s of that age/group or varsity of another age/group). Next, send the race which contains the next age/group/class which would run if they were all separate races. For example, if you had BG and BB varsity and J.V. staged as follows:

Flight 1 - BG varsity and J.V.
Flight 2 - BG J.V.
Flight 3 - BB varsity
Flight 4 - BB J.V.

They should be sent to the starting line in the order shown.

INTERACTIONS - As mentioned earlier, the Stager, or Clerk of the Course, has a critical need to communicate almost constantly with the Announcer. He/she also interacts with the Starting line/Starter by sending the runners to the line ready to compete.

Suggestions on when to contact the Announcer for the calls have already been discussed. It is important that the new Stager consider that 1st and 2nd calls are just as important as the 3rd. Experience is the best teacher on when to ask for 1st and 2nd calls. You can always tell that third call is due when the staging area is about empty of the current event. An experienced Announcer can also help by anticipating for the Stager when to make the first and second calls. Third call should never be made without positive contact between the Stager and Announcer.

Verbal contact with the starting line is usually not required, and is primarily done when problems exist. Visual contact is, however, a necessity. A properly run staging area can see the starting line and keep it filled with runners in flights so that there is no delay in the progress of the meet. Also as discussed, sending the right number of races to the starting line is important.

One note of caution on sending several races to the start: Be sure that, if in walking from staging to the starting line, if the path of running or finishing must be crossed, do so carefully so as to not interfere. An adult escort helps.

TIPS -

- Try to locate your staging area in a convenient place to the start/finish line. It also helps if the area is accessible without crossing the track or a field event area. When locating the area, try to consider as much of the following as possible:

- Location relative to the Start/Finish line. (Most of the races will be sent there)

- The proximity to the remote starting lines. You should be able to see them.

- How you will communicate with the Announcer. If not using a radio, plan ahead for runners, or signals, or locate the two functions very closely.

- Try to have two entrances/exits to staging if it is roped off: One to allow runners in prior to being staged and one for taking them out to the starting line.

- Before the meet, walk the track to see how many lanes you have and how many and which are unusable.

- Also before the meet begins, contact the Meet Director or Referee and find out about using lanes 1 and 8.

- For Gremlins only, try to follow whatever suggestions their coach has for assigning that coach's runners to the J.V. flights. By assigning the runners properly, a runner who has never ribboned can do so.

- Keep order within the staging area. Confusion is your worst enemy. Keep out those not being staged like parents, coaches, and friends !.

- Get at least 2 assistants during the 100 meter and 220 yard dashes to walk the flights to the starting line.

- When you place runners into flights and lanes, have them stand in a line one behind the other, with one line for each flight. Within the line, the runner in lane 1 should be first, lane 2 second, etc. Keep them in that order and send them to the starting line in that flight/lane order.

- Use the following guidelines for maximum and target entries in a race:

EVENT	TARGET	MAXIMUM	NOTES
100,220,440,Relays	6	8	
880 Yard Run	8	10	Assuming a one turn staggered start. Put 9th entry in lane 6 (2 in same lane) and 10th entry in lane 8 (2 in lane 8). If using a "waterfall" start, use mile guidelines.
1 Mile Run	12	18	
2 Mile Run	12	24	
Hurdles	6	8	Determined by the number of hurdlers and hurdles available. Lanes 1 and 8 are not advised for safety reasons.

STARTING LINE

WHAT IS DONE HERE - The job of the Starter and assistant Starter is to see that all runners in a race are given a correct, fair, and equitable start in the race. The Starter and Assistant Starter maintain control around the starting line area as well as are responsible for giving the runners instructions on the competition. There is always a Starter. There will sometimes be an assistant or recall Starter. If there are enough volunteers, I suggest also assigning one additional person to the starting line to work as the radio operator/stager to leave the Starter(s) to concentrate on their duties.

The starting line officials, and especially the Starter, are very key meet positions that control the efficiency and timing of your meet.

WHAT YOU WILL NEED - The following items are needed by the Starter/starting line:

___ Starter's gun. If you have a recall starter, you will need one for him/her, too. The club will usually provide the gun(s) needed. Recent rule changes allow .22 calibre as well as .32. Some clubs have used a "cap" type gun which produces a .22 type report. Any is acceptable that can be heard by all lanes in a staggered start. Cost of the ammunition is the major factor in gun selection.

___ Ammunition. Provided by the club. The quantity you will use varies each meet because it is dependent on the number of races, false starts, etc. One hundred (100) shots per meet should be available and you can expect to use a minimum of 75-80 per meet. Always bring the extra ammunition, you may need it.

___ Ear protection. Find out if the club provides ear protection. Even if they don't BRING SOMETHING!! The Starter will be firing 80-100 shots a few inches from his/her ear during the day and a hearing loss can possibly occur without some type of protection, even if it's just cotton.

The following items are not absolutely required but will add to your meet:

___ Whistle. Sometimes provided by the club. Used to give the "Marks" and "Set" commands in staggered start races where the voice will not carry or the crowd noise is high. The whistle may also be used to communicate with the finish line if a radio is not available.

___ Arm "Sleeve". This is a brightly colored slip on covering for the Starter's gun arm. It is strictly a visual aid for the timers to find and distinguish the gun arm of the Starter from the background, especially when the Starter is remote.

___ Box. Usually the fishing tackle type. It is used carry the Starter's equipment and supplies. It should contain not only the gun(s) and ammunition, but some basic cleaning equipment and something to clear a stuck brass case (obviously, not needed if using a cap gun).

___ Order of Events. Should be the same as the Stager and Announcer use. It helps the Starter to know (remember) which events are coming and where the starting line will change.

___ A radio. A real meet expediter when the starting line is remote to the finish line (100's, 220's). It is most efficient when the radio is used by the Assistant Starter to leave the Starter free to perform his starting duties.

___ Race Instruction cards. 3x5 type cards with the instructions for the runners. Instructions vary by event and are important since most of our competitors are new to the sport.

___ Megaphone or other voice amplification. Optional item but worth considering if you don't use the whistle on staggered starts.

___ Starting Blocks. You need a least 3 or 4 but plan on providing 8. These are generally supplied by the facility.

The following items are not used exclusively by the Starter or starting line, but are needed in the conduct of the running events (and I couldn't think of where else to list them!):

___ Hammer. Make it a heavy type, like a sledge hammer which will be used to pound in the blocks. Only needed if you have a dirt track.

___ Wheel barrow or cart. Used to move the starting blocks to the various starting lines. Usually provided by the same source as the blocks.

___ Zone flags. You will need three each of two colors, usually red and white or red and green. They are used for the relays by the zone judges to indicate readiness and fair or foul passes.

___ Chalk. Same color (white ?) as used to mark the track. Used to re-mark the starting, finish and other lines which become obliterated during the competition. Be sure it is non-caustic.

___ Hand chalker. Used to remark the lines.

___ Hurdles. You will need 10 per lane and you should have enough to run at least 4 lanes (40 hurdles). The hurdles must be capable of being set to 30" and 33".

HOW IT'S DONE - There are three areas to cover for the Starter/starting line:

- 1) How to start a race
- 2) Sample starting instructions
- 3) How the Starter/starting line works using a sample scenario

HOW TO START A RACE: Almost everyone is familiar with the commands to start a race. One or two commands are always given before the gun is fired. The commands are:

"Take your marks"

"Set"

Both commands are given for races up to and including the 440 yard dash and relay races where the first leg is a 440 or less. Only the "Take your marks" command is given before the gun for races longer than 440 yards.

The audible commands are always accompanied by visual signals (primarily directed at the finish line officials) given by the Starter. The signals are:

- On the "Take your marks" command, the gun arm of the Starter is raised. Also, at this point, some Starters move the other arm from the side in a "windmill" motion, first back, then around in a circle until their fingers point downward in front of them.

- On the "Set" command, the arm opposite the gun arm is raised.

Individual styles vary a great deal. The minimum the Starter must do is raise the gun arm on the "marks" command and the other arm on the "set" command. On races where only one verbal command is given, the arms are raised as described for the two command start, except that the "set" command is not given. The arm signals are all that the finish line officials have to alert them that the start is about to happen.

POSITION OF THE STARTER: The starter's position when starting a race is important to consider. He must deliberately choose a position to give his commands that gives a clear view of all of the runners in the race AND he can be clearly seen by the finish line officials. He must also not position himself so as to be in the way of the competitors. If possible, he should also consider against what background his gun arm appears to give the timers the best chance to see the flash/smoke of the gun. Often, moving a few feet one way or the other will put the gun against a better background. He should check with the finish line each time he moves the start.

The Starter should position his body with either his front or back square to the timers position. This will allow them to see both arms at all times. If he is sideways to the finish line, the arm farthest from the finish line can't be seen. It should be remembered that the runners respond to the gun and voice commands. The timers need to see his arms so that a start is not missed.

STARTING COMMANDS: The timing between the commands and when the commands are given are the single biggest problem for new Starters.

When all runners are standing ready at the line, The Starter should give the "Take your marks" command.

Only after all runners are at their marks AND NOT MOVING should the "Set" command be given. This is extremely important in the shorter races. When the "set" command is given, the starter should wait approximately two (2) full seconds before firing the gun. He should only fire the gun after two (2) full seconds IF all of the runners are in the "set" position and absolutely still. If they are not ready or still, he should order them "off your marks" or to "stand up" and start the procedure over.

Obviously, if the race is one started with only one command, just change the "set" command in the above paragraph to read the "Marks" command.

The commands should be given in a tone and manner which conveys control and authority but does not intimidate or upset the runners. Since age group track has young children who are mostly new and inexperienced, the Starter should be sensitive to over doing it.

The whistle may be used by the Starter when his voice may not be adequate to reach all competitors equally. This can happen on the start of a 220 or 440 where the Starter may position himself in lane 8 or 9 which can be over 30 yards from the runner in lane 1. Voice commands are always better, but if the whistle is used, I suggest one longer blast for the "marks" command and a shorter blast for the "set" command. If you use a whistle, be sure you explain it to the runners before you use it - or they may not react to it at all !

One additional note for the Starter and starting line crew. Order and some measure of quiet must be maintained around the starting line to assure a fair start. Don't be afraid to hold up the start until the area is under control. Usually a loud and commanding "Quiet at the Starting Line, Please" will do it. Sometimes, crowd noise can't be controlled much. Either hold the race or use the whistle. Remember, your job as Starter is to assure a fair start.

FALSE STARTS: False starts are signaled by the Starter or Recall Starter by a second firing of the gun. If any competitor leaves the starting line before the gun is fired, it is a false start. A false start is a judgement call on the Starter(s) part. Don't be afraid to recall a race, especially in the shorter (sprint) races where the

start is very important. A called false start is like a called strike in baseball; there are always other opinions by other individuals. Practice will develop the best judgement.

Whenever there is a false start, it should be signalled immediately. Delaying the gun will make everyone else think you weren't sure of your decision.

STARTING INSTRUCTIONS: Not only do the rules require that certain instructions be given before each race, they should be given to assist the children in learning and understanding the sport and competition. It is also necessary if you have any differences in the way you run the competition than it may be run by other clubs (consider the many ways the 880 is run). The instructions usually include:

- Confirm the race and age/groups in the event
- The length of the race: the number of laps or some other plain english description of the length.
- If this event is run partially in lanes, where they may "break" for lane one.
- Rules specific to this event or your facility or the way you run the competition.
- The starting commands you will use.
- Recall procedure.
- Ask for questions.
- As a courtesy, wish the competitors good luck.

The Starter will need to give instructions to every event and every heat/flight in that event. Monotony does set in. However, consistency is one of the secrets to good starting.

A couple of examples:

For the 100,220,and 440:

"This is the Gremlin Boys varsity 100 meter dash."
 "You will run the entire race in your own lane. Don't cross over the white lines or run in someone else' lane."
 "When you start, you must be behind the starting line, not on or over it."
 "When you finish, please come back to the finish line and stay in your lane until they take your tag."
 "I will give you two commands before I fire the gun: The first will be "Take your marks" and, when you are still I will say "Set". When you are still again, I will fire the gun."

NOTE: Here, if using the whistle, you would explain how you will use it as a replacement for the verbal commands.

"If I fire the gun a second time, it means to stop and return to the starting line."
 "Are there any questions ?"
 "Good luck to all of you. Please stand behind your blocks (the starting line) until I call you to your marks."

(At this point in the 220,440 and relays you would walk the runners up to their staggered starting line)

(Once the runners are at their correct starting line, you would then contact the finish line to ascertain their readiness)

For the 880,Mile and 2 Mile:

"This is the Youth Boys and Girls Varsity and J.V. One Mile Run."
 "This race is four complete laps around the track and you will finish at the line you are standing on."
 "When the race starts, you may immediately break for the pole (or inside lane) provided you do not interfere with another runner. You may then run in lane one for the rest of the race."
 "At the end of the third lap, I will fire the gun (or ring the bell) when the lead runner goes by to let you know you have one lap left."
 "At the end of the race, please stay on the track until they take your tag."
 "I will give you only one command before I fire the gun. When I say 'Take your marks', move up to this line and be ready for the gun."
 "If I fire the gun a second time, it means to stop and return to the starting line."
 "Are there any questions?"
 "Good luck to all of you. Relax until I call you to your marks."

With these two examples you can develop instructions for all of the running races. Pay particular attention to giving instructions in the relay races to describe the zones, how far each runner is to run, and who and how far they must run in lanes. On the 4x100 relay, the inspectors who take the runners to the actual zones should also point out the zone markings.

A SHORT SAMPLE SCENARIO: The activities of the starting line are the same for each race in each event. They involve the same actions and interactions whether the Gremlin Mile or Youth Boys 100 meter dash is being run. The differences that develop between the events are due more to the length of the event and how many you have of them. The need for efficiency is amplified in the shorter races because there are always more of them.

A sample scenario for the 100 meters, starting with the runners being pre-staged and sent to the starting line:

- The runners are placed in their lanes or starting order. This can be done by the Assistant or Recall Starter, if you have one.

In the case of the 100's and 220's, the succeeding races are "stacked" behind the starting line in the order they are to be run. (For other races, they must be held in Staging or at least off the track.) As the previously staged races are started, the race moves up to the starting line, runners remaining in the lanes they were assigned. When the race is next to start and the prior race has departed, the Starter should, for Midgets and above, ask if any desire starting blocks. If they do, the blocks should be placed and set quickly. One or two extra adult helpers at the start to work with blocks will help avoid delays in the meet.

- In the sprint races, after the blocks are set and the runners have had 1 or 2 practice starts, the Starter should give his instructions. Keep delays to a minimum. In the 440 and longer, the Starter should give his instructions as soon as the last competitor has finished in the prior race.

- If the Finish Coordinator has not already indicated his readiness for the race, the Starter should then indicate that at least the Starting line is ready. If the start is remote and both have a radio, the meet can be expedited by the Starter giving the number of runners in the race and the composition (age/groups involved and varsity/junior varsity mix). This will assist the finish line in assigning timers and being prepared to properly record the finish.

- When the Finish Coordinator indicates the finish line is ready, the Starter can move the runners to their proper starting line and indicate to the runners to stand ready. The Starter should then move to the spot he will start the race from.

- The Starter then gives the "Take your marks" command and proceeds through the starting sequence as described above.

- The cycle starts over again.

As indicated, the sequence is essentially the same for every race in every event and age/group. Obviously, some differences exist between the sprint and distance races.

Remember, the Starter and starting line are critical players in the meet and contribute directly to the length of the meet. They should prepare the next race for starting and be ready to start at the FIRST indication that the finish line is ready. Knowing their duties and reducing the time between the races is critical.

INTERACTIONS - The interactions the Starter and starting line have during the meet have pretty well been described earlier. Basically, the starting line gets the runners already formed into races from the staging area and sends (by the starting process) them to the finish line.

If the Staging area is alert and not having problems, they will keep the starting line filled with just the right number of runners/races. If they send too many or not enough, the starting line should contact the Stager to make adjustments. Once a meet is running smoothly, there is not normally constant contact between the Staging area and the starting line.

The coordination with the finish line is, however, constant and on-going. THE CONTACT WITH THE FINISH LINE BEFORE EACH RACE IS STARTED IS ESSENTIAL AND CRITICAL. As mentioned, the Starter can assist the finish line by also advising the finish prior to the race start of the number of runners in the race and their composition.

One note on contacting the finish. Only the Finish Coordinator (Head Finish Timer/Judge) should be in contact with the Starting line. Only he/she can be the single point to assign timers and assess readiness. Multiple contacts are confusing.

TIPS -

- If you aren't familiar with exactly where each event is started on the track, get someone to show you BEFORE THE MEET STARTS !

- It would be useful if the Starter were familiar with other markings on the track for relay zones, hurdles, and the various staggered starting lines.

- Get familiar with the Starter's gun BEFORE the meet. Know how to load it, cock it, and how to clear it if there is a stuck case during the meet.

- Be in command but don't over do it. You must balance your conduct to keep control of the runners and the starting line but not intimidate the children. Try some humor with them (especially the younger ones) to get them to relax and cooperate. It will also break up the monotony for you.

- If the club doesn't provide a bright vest or something for you to wear to allow the timers to easily see you at a distance, bring something. An orange or red hat or bright shirt will do.

- Always keep a minimum of two rounds in the pistol and get in the habit of checking the pistol after every race. It's real embarrassing and a great waste of time to discover you are out of ammunition once the runners are in the "set" position.
- Cock the pistol before you give the "On your Marks" command, not as you raise your arm. Also, keep your finger out of the trigger guard until you give the "set" command. These actions will cut down firing the pistol at the wrong time and an embarrassment to you.
- Stand with your back or front square to the timers. They will be able to see both of your arms even at a distance. Remember, they key on your arm movements and often can't hear your voice commands.
- Get to know the Finish Coordinator by sight and name before the meet. You will be working very closely.
- Work quickly but don't rush. NEVER rush the intervals of time between the commands.
- The starting sequence should not only be viewed as a set of actions/commands which has a fixed order, but also as having a "timing" or "pace" which is just as important.

The part of the Starter's sequence which begins with asking the runners to stand ready (or "behind your blocks") and ends with the firing of the gun should never be started in the middle. This is most often attempted by new Starters when there is a problem after the "set" command has been given. The proper action is to ask the runners to "stand up" (sprints) or "relax" and, after any necessary warnings, start again with "stand ready".

FINISH LINE

WHAT IS DONE HERE - The basic job is simple: to record the finish place and time for each competitor in every race. This area, and the job of the Finish Line Coordinator are the most important positions in causing the running events portion of the meet to run well. Your entire meet will be judged on how well this area runs.

WHAT YOU WILL NEED - The following items are required at the Finish Line:

- ___ 1. Timers. It is expected that you will provide times and places for each runner in every race so that, as a minimum, the number of timers should be equal to the number of runners in a race. A good minimum is 6, the laned races often need 8, and non-laned races may have 12-15 in them. If you intend to give the timers a break, you will need enough to work "shifts" . You may also want to have two sets of timers during the 100's and 220's. There are other influences on the number of timers in the "Tips" section.
- ___ 2. Stop Watches. I suggest a minimum of 8 but have a spare or two to cover the one that "walks away" or the race with 12 in it.
- ___ 3. Finish sheets. Obtained from the Conference, you use them to record the finish place and times on. I suggest a minimum of 185 but be sure to bring many extras, since you may use as many as 250 if two large clubs meet.
- ___ 4. Pencils. Bring more than 1. Used to write finish times on the stickers/results sheet.
- ___ 5. Flags/Radio/Whistle - Used to communicate with the starter when the starter is remote to the finish line (hurdles, 100 meters, and 220's). The choice of method used isn't important but the ability to signal that the starting line is ready to time BEFORE the race starts is critical. If you use flags, you will need two colors, one for OK and one for not OK. Red and green or red and white are commonly used. Radios are used by more clubs now and provide a positive way to let the finish know how many are in the race and/or what age groups are involved. Combinations of methods are also sometimes used.
- ___ 6. Clipboard. Used by the Finish Clerk to hold the finish sheets upon which the stickers are placed and the times are written.
- ___ 7. A first aid kit. Most accidents do happen at or near the finish.

The following are not absolutely mandatory but will add to your meet:

- ___ Finish line tape. This is not absolutely necessary but if you bring it make sure it is about 40 feet long and is not the type that will injure the children. White, yellow or orange are good colors.
- ___ A raised stand for the timers to stand on
- ___ A table and chair for the Finish Clerk
- ___ A stapler. Used by the Finish Clerk
- ___ A tarp or awning to provide shade
- ___ A cooler with refreshments
- ___ Tags which indicate which place a timer is responsible for
- ___ "Remaining laps" counter
- ___ A bell to sound the last lap (instead of using the gun)
- ___ Volunteers which hold the finish tape

HOW IT'S DONE - Each race is handled separately and, hopefully, the same way. The general process is done as follows in the sequence shown:

- Finish line gets prepared.
- Finish line announces to the Starter that they are ready.
- Runners, with stick-on tags, are started in the race. Timers start timing.
- As runners finish the race, timers stop their watch (but do not reset it) and retrieve the tag of the runner who finished in the place they are responsible for.
- Timer takes tag and stop watch to finish clerk.
- Finish Clerk places tag on spot on finish sheet which corresponds to the place of finish.
- Timer reads time to Finish Clerk who records the time for that place on the tag just placed on the finish sheet.
- Finish Clerk and Finish Coordinator resolve any discrepancies or problems.
- Finish sheet is sent to the Awards/Results Table.

The process now starts over again with the finish line preparing for the next race. **The single most important factor in determining the length of your meet is the time between the finish of one race and the start of the next.**

Before the process is described in detail, an important subject for newcomers to the program: Assigning timers to places NOT lanes. We assign timers to finish places for a few very good reasons: First, assigning timers to lanes only works in a laned event. For the non-laned, a different method (places) MUST be used and the switching creates confusion in our inexperienced timers. Secondly, Assigning timers to lanes results in total confusion in resolving finish places using the times recorded, again, due to the experience of the timers. Thirdly, It has NEVER worked successfully without separate people to pick the places in addition to those timing, which no club has ever been able to field. If a choice of priority between providing times or picking correct places must be made, in our program places are more important. In fifteen years in the program I have seen the timing of lanes tried numerous times: IT HAS NEVER WORKED SUCCESSFULLY, EVER ! Confusion reigns, finish places are lost, the meet runs long, etc, etc.. Now, let's add some important specifics to that general process:

FINISH LINE GETS PREPARED: Before each race, the Finish Line Coordinator should:

- ___ See that he has enough timers to cover the number of entries in the race. Try to have at least one more timer than runners in the race for back-up.
- ___ Verify that there is a timer assigned to each place. If there are more timers than entries in the race, he assigns them to "back-up" other timers or can give them a break.
- ___ Reminds the timers to reset their watches.
- ___ See that the Finish Clerk has a finish sheet ready to record the results. If there is voice contact with the starter and there is more than one age/group in then race, the clerk should have one sheet for each ready and marked.
- ___ If a finish tape is used, see that it is in place.

ANNOUNCE THAT THE FINISH LINE IS READY: Once the Finish Coordinator has done ALL of the above, he can notify the Starter that "the finish line is ready". He should make sure that the timers' attention is

directed at the Starter from this point until the gun is fired. He should announce in a loud voice that "The gun is up" to the timers when the Starter raises his gun arm (done when the "take your marks" command is given).

RUNNERS ARE STARTED: The timers should direct their attention at the "Gun is up" notice to the gun of the Starter. They should keep their eyes fixed on the gun until it is fired and start their watch at the first sight of smoke - NOT AT THE SOUND OF THE GUN !!! They should then take their hands away from the watch buttons or, if the watch is on a lanyard around the neck, drop the watch from their hands until the finishers approach. This is to avoid resetting the watch or voiding the time. If the timer has a problem, he should immediately tell the Finish Coordinator who can assign one of the extra timers to that place.

FINISH OF THE RACE: As the runners approach the finish line, the timer should pick out the runner in the place that timer is assigned. This is tougher than it seems, especially on the shorter races but if the timer keeps his eyes fixed on the runners a decision can usually be made.

Some important things about finishing and timing:

- The watch should be stopped when the torso (the body from the bottom of the neck to the hip bone or crotch) crosses the first edge of the finish line. Be careful not to time on hands or heads especially if there is a "lean" by the runner.
- If the race is close, keep your eyes on the runners. You can stop the watch without looking at it.
- If there is a discrepancy and two timers pick the same runner for different places, the timer picking for the better finish place prevails. This will be dealt with more in the Rules and Tips sections.
- The Finish Coordinator should not assign him/herself to timing. Instead, he/she should watch the overall finishing to help resolve discrepancies. Remember, his decision may be needed to resolve any discrepancies of place and/or time.
- In retrieving the tag, the timers should be VERY careful not to dash onto the track after their runner and collide with another runner who is still finishing. The best approach is to keep your eyes on the runner, wait for a clear track, and go after the runner then. Take him/her well past the finish line to retrieve the tag to clear the finish line for others. It also helps if the timer does not turn his/her back on the finish line while collecting the tag.

TIMER TAKES TAG TO FINISH CLERK: This is pretty much self explanatory. After retrieving the tag, the timer releases the runner and takes the tag and his watch (with the time still recorded) to the Finish Clerk.

If the Finish Clerk is using a clipboard (and not a table) have him/her located 10 or more yards past the finish line and located off the track, usually on the infield side to take the results. If a table is used, position it 10-15 yards away from the track and 10-15 yards past the finish line. This will relieve the congestion around the finish, especially if two sets of timers are being used.

One important suggestion to expedite the process is to have the timers approach the Finish Clerk in the order of the position they are timing/picking. For example, the First place timer's results are taken first, second place is taken second, etc. REGARDLESS OF WHICH TIMER IS READY FIRST. The clerk needs to maintain some discipline here. Once the timer has given the tag to the clerk, he/she should immediately leave the area around the clerk and not linger to view results. The timers should not have ANY role in resolving discrepancies, that MUST be the sole responsibility of the clerk and Finish Coordinator. The discussion under the "Resolving Discrepancies" heading gives some suggestions for handling some of the common discrepancies that will be encountered.

CLERK PLACES THE TAG ON THE FINISH SHEET: Again, mostly self explanatory action. One sheet should be made out for each age/group and class in the race. For example, never mix Varsity and JV or Girls and Boys of the same age/group. The sheets have places for 8 finishers. If you have more, just attach a second sheet, mark it as "Page 2 of ___" and mark over the finish places with the correct order.

TIMER READS TIME TO FINISH CLERK: The timer reads the time from his/her stop watch exactly as it appears. That means that if the time reads "14.42", the clerk writes down "14.42" on the SHEET very close to the tag. The timer then moves quickly away from the clerk, resets the watch, and returns to the finish line ready for the next race.

Once all of the stickers have been received and the times recorded on the sheet beside the sticker, the clerk then should "round" all of the times and rewrite them onto the sticker. Rounding is done because hand times are only accurate to one-tenth of a second and is required by the rules. The reason for the Clerk to do the rounding is obvious: To simplify the timers job to return them to the finish line as quickly as possible and to provide a consistent (hopefully correct) method of rounding.

Rounding is simple. Once the time is recorded as "14.42", if the hundredths (or last digit. In this case the "2") is 1 or more, it is rounded to the next higher tenth. In our example, "14.42" becomes "14.5". Please note that the rounding is done at 01, NOT at 05, as expected. Rounding applies to all races of any length and includes relays.

RESOLVING DISCREPANCIES: There are several common discrepancies which occur in recording the results:

1) One that will develop is when you have more than one watch on a place. This is resolved (after the rounding described above) as follows:

- All watches on a place disagree -
- 2 watches on one place - use the slower time
- 3 watches on one place - use the middle time
- Two agree (after rounding) and 1 disagrees-
 use the time of the two which agree

2) Another is that no time is recorded for a given place due to watch failure or timer error. There is a great deal of controversy if no time is recorded for a runner, especially if the performance in question possibly produced a record or personal best. The ONLY valid way to deal with an "NT" (No Time) is to record it as such by entering a "NT" on the sticker. Some clubs have chosen to adjust the known time of another place finisher by adding or subtracting time. I don't suggest adjusting times.

3) Times don't agree with finish places. For example, third place has a faster time than that recorded for second. This occurs more often (almost exclusively) in the shorter races or those in which the finish was very close. Using rookie timers in a closely finished race will always cause this to occur. There is no patent way to deal with this problem since it can be caused by a variety of factors.

Some possible solutions that have been used/suggested follow but common sense should be used liberally:

- Swap the times so that the faster time goes to the better finish place.
- Use the time of the better finish place for that place and add a pre-determined amount, say .1 second, to it for the next place regardless of how far behind they finished.
- Record the time for the better place finisher and a "NT" for the other(s) in question.
- look at the times for the two places and how they compare to the rest of the times taken in the race. Use the one which appears most right and give an NT for the other.

Quite obviously, there are some benefits and many flaws in each solution. The single best answer to this problem is to have more than one timer on a place, especially 1-4 (the "award" places) and prevent it from happening if possible. It also helps to have a Finish Coordinator who can quickly apply a decision where just he and the clerk are involved and avoid long delays while the timers argue and nothing happens. When the meet is over and done, 99.99% of those involved will be more appreciative of an efficient meet which is over early rather than an absolutely accurate finish result affecting only 1 or 2 people but which caused the meet to be 30 minutes longer.

SEND THE FINISH SHEET TO AWARDS: The Finish Clerk only needs to be sure that all of the times, event, age group, and places are clear and readable before sending the sheet to Awards.

INTERACTIONS - As stated, the finish line is one of if not THE most important factor in a well run and efficient meet. If it runs poorly either by itself or interacts negatively with the other key areas, your meet will not go well.

The finish line interacts with two other areas constantly during the meet. One is the Starter and the other is the Awards/Results table.

As explained in the "How its done" section, the Starter must not start the race until the finish line is ready. As a result, the finish line actually "paces" the meet by how fast it can record the results of the races. When the starting line is remote to the finish line, the Starter can, when voice contact is possible, also help the finish line by giving them the number entries are in the race (helps assign the timers available), and what age/groups and classes (varsity/junior varsity) are in the race before it begins. This will allow the Finish Clerk to have the finish sheet, or sheets, ready in advance and be prepared to separate the finishers by age/group, varsity and junior varsity or in any other way the competitors are mixed. It will eliminate much confusion and delay if the clerk knows what to expect.

Although this sounds quite cumbersome, it isn't. Typically, as race results are being recorded by the clerk, the Starter contacts the Finish Coordinator and states something like "In the next race we have 6 runners, 3 varsity and 3 JV's" or "In the next race we have 8 runners 2 Bantam Girls Varsity and 6 Bantam Boys JV", or "In the next race we have 5 runners, all Bantam Boys JV"

After assigning the timers, checking their watches as reset, and that the Finish Clerk is about ready, the Finish Coordinator then re-contacts the Starter and states "The Finish Line is ready". The race can then be started.

Interaction is simple with the Awards/Results table. As long as the results are readable and clear they are sent as soon as possible to the Awards/Results table.

TIPS - Here are some suggestions on running your finish line effectively:

___ Always assign timers to places NOT lanes. See the discussion above.

___ First assign one timer to each place possible in the race. If you have more timers than entries in the race, don't assign the extras to a place until you are sure that the assigned timers have gotten a "good" start with their watches. Immediately after the gun goes off, any timer who has a problem should loudly announce "No time for ___ place !" The Finish Coordinator can then assign one of the extras to that place. If there are still extras, the Finish Coordinator can, in the first few seconds of the race, assign the extras to "back-up" another place usually in the following order:

First extra - 2nd time on first place
Second extra - 3rd time on first place

Third extra - 2nd time on second place
Fourth extra - 2nd time on third place
Fifth extra - 2nd time on fourth place
Sixth extra - 2nd time on fifth place

This process will work well except in the 100's. There you will need to assign the back-ups before the race.

___ After the timers have been working for a while give one or two of the extras a break with the warning "if you come back, others can take a break".

___ At the beginning of the meet and at any time you have new timers, take the time to explain how the watch works, when to start the watch (smoke), when to stop the watch (torso), to keep their hands away from the watch buttons during the race, and when to reset the watch (after giving the time to the Clerk).

___ The timers should press the buttons of the watch with their finger, not the thumb (fingers are faster than thumbs).

___ NEVER, NEVER, NEVER let the timers resolve a finish problem. The clerk and/or the Finish Coordinator ONLY should resolve problems by themselves.

___ The time between the finish of the last runner in a race and the firing of the gun for the next is the real secret of why meets run long. 1-2 minutes between is very good, 3-4 is a good target especially with new people, and anything longer needs immediate improvement.

___ When you have many races of the same event, eg, the 100's, try to have two sets of timers. You can start the next race almost as soon as the last runner is over in the prior race. Time is gained because while the second race is being run, the prior race results are being recorded by a first and independent set of finish line officials. Safety can be a real factor so always be sure the track is clear and that the finish is clear as the second race approaches. This usually takes some practice by both the Starter and Finish Line Coordinator but can be worth the effort.

___ Your Finish Coordinator should be someone who is not afraid to take control. Don't go too far for control types, however, since they can drive people away.

___ NEVER try to provide a time for a runner by adjusting the time of another competitor by judging how far behind or ahead the known competitor they finished. THERE ARE NO KNOWN FACTORS WHICH ARE RELIABLE TO SAY THAT A GIVEN DISTANCE EQUALS AN AMOUNT OF TIME. Guessing always causes controversy, avoid it.

___ Don't allow the use of wrist watches which have a stop watch function.

___ Rotate the assignment of the timers. Don't always have the same person time the same place. If you do you may lose the timer for 7th or 8th when then the third or fourth race in a row has no 7th or 8th.

___ Timers should allow the older female runners to remove their own tags if they want.

___ The number of timers can be reduced if your club has access to a timing device which allows multiple times to be taken. This includes the Chronomix and Seiko type devices. This will allow fewer people but you should consider what you will do if the device fails. Also, remember that unless the device is started automatically by the firing of the gun, and stopped automatically electronically, the times are still considered manual and you need to round them.

___ If you have a severe shortage of timers, contact the Stager to have him/her place no more than the number of timers you have in the race. Before you do this however, you should make a strong effort to recruit enough timers, even from the visiting club.

___ Only the Finish Coordinator should communicate with the Starter. Multiple contacts are confusing.

___ Avoid having one person time more than 1 runner.

AWARDS TABLE

WHAT IS DONE HERE - Two things are done by the awards table: the recording of the results of all events and the making out and distribution of the award ribbons. The Awards table is involved in both running events and the field events. The Awards Table is also the only area that has a duty after the meet which is to distribute the results sheets to the other league clubs.

WHAT YOU WILL NEED - Plan on providing the following items at the Awards Table:

- ___ Award ribbons. You will need approximately 280 each of first through fourth ribbons. If participation ribbons are given only to Gremlins, you will need 150 of them as well. If participation ribbons are given to all age groups, plan on using 580 per meet. You should always bring extras of all types of ribbons since mistakes and ties can require additional ribbons.
- ___ Varsity results sheets. These are also known as Score sheets. You will use 10 but bring extras.
- ___ Pens/pencils. You will need 2 per person at the table. Pens are preferred.
- ___ Paper bags or something to distribute awards in. Plan on 1 per age/group per team, or a quantity of 20. You may use less depending on how the teams want the distribution of ribbons handled.
- ___ One large or two small tables for the awards clerks to write on.
- ___ Chairs. Plan on 3 to 6.

The following items are not absolutely required but will add to your meet:

- ___ Order of Events sheet. Used to keep track of the events ribboned.
- ___ Scotch tape.
- ___ Clipboards. You should plan on 10, 1 per age/group varsity and place Varsity results sheets on them.
- ___ Shade tarp if your awards table is out in the open.
- ___ Folders and a filing system to keep track of the results sheets.
- ___ Ribbons, prepackaged by event with 1st thru 4th ribbons.
- ___ Cooler with refreshments.
- ___ 1 Red and 1 Green felt tip pen for each awards clerk.
- ___ Envelopes addressed and stamped to mail results. You don't need these at the meet, but will use them after.

STAFFING: The Awards table should be staffed by a minimum of three (3) and up to 5 or 6 clerks to assist the Chief Clerk. A runner is also needed to bring the finish sheets from the finish line and the field event areas. You should plan a second shift for the clerks and runner to relieve the first group about halfway through the meet. See the "Staffing" section of the hand book.

HOW IT'S DONE - The Awards table activities can be broken down into the following steps:

Before the meet,

1. Prepackage the ribbons (optional).
2. Set up envelopes for mailing the results (optional).
3. Set up the Awards area.

For each event,

4. Obtaining, inspecting and accepting the event results sheet.
5. Recording places and performances on the awards ribbons.
6. Recording event results on the Score Sheets.

Throughout the meet,

7. Distributing the ribbons.

After the meet,

8. Mail the results

PREPACKAGE THE RIBBONS: This effort is optional but will greatly expedite the meet day activities.

In order to prepackage the ribbons, you will need the supply of ribbons for each finish place. The ribbons are obtained from the Conference before the season. Make a bundle for each event consisting of 1 ribbon for each place 1st thru 4th. You should make about 205-210 bundles and leave the remainder separate. The number of bundles you will use is not predictable due to the variance in the number of JV races and the number of JV entries (which is not controlled) in the field events. Bring all of your extras to the meet.

Making out the backs of the ribbons can be done in advance but is risky. If that particular event is not run, the ribbon(s) are useless. If filled out with more than the date, confusion and delays can be caused on meet day in looking for the correct bundle when trying to ribbon an event.

Plan on bringing the participation ribbons separately. Since the participation ribbon is given to all competitors in an event (every race) who finish fifth or after, the number needed in each bundle will vary a great deal. Also, if your club adopts the procedure of having the timers place the tag of the 5th to last place finisher in each race on a ribbon, you may not need to make out participation ribbons for the running events.

SET UP THE ENVELOPES FOR MAILING RESULTS: Conference rules require the mailing out of meet results by the Monday that follows the meet. It is usually the Chief Awards Clerk's responsibility to see that each of the other clubs in the conference receive a copy of the Results (or Score) Sheets. By addressing and stamping the envelopes before the meet, it reduces the burden after each meet and will greatly expedite the mailing process.

SET UP THE AWARDS AREA: You should consider the following in setting up your awards table:

1. If you are not using the press box or some other pre-established location for awards, locate the area near the finish line. Most of the results will come from there.
2. Set up the shade tarp, tables and chairs.
3. Find the Awards table staff and assign them to an activity. A suggested assignment is:
 - 2 (or more) Clerks to the ribbon preparation
 - 1 Clerk to the Varsity results recording
 - Chief Awards Clerk to checking results and resolving problems.

1 Runner to go to the finish and field event areas. The runner will most often go between the finish line and the awards table.

4. Set up the clip boards with a Varsity results sheet on each. Complete the sheet(s) as indicated in these instructions.

5. Contact the Head Coaches or other representative from each team to find out who they want authorized to pick up the awards and, how they would like their pick-up bags set up. Set up the bags at the Awards table.

OBTAINING, INSPECTING, AND ACCEPTING THE RESULTS SHEETS:

1. The event results are brought to the Awards table from the finish line (running events) and the field event areas.

2. The Chief Awards Clerk inspects the sheets for clarity of finish place and performance (time, distance, height). Look for:

- Are there any obvious errors as to finish place versus marks achieved ?
- Is Varsity or Junior Varsity clearly marked ?
- Are all of the tags on the sheet for the same class (Varsity or JV) ?

If there is a problem with the sheet, send it back to the responsible area for correction or clarification.

3. Once the results sheet is accepted, check off the event on an Order of Events Sheet to make a record that the results have been received.

RECORDING RESULTS ON RIBBONS: Each race (not event) is ribboned separately and independently from any other.

1. Assign a minimum of two awards clerks to ribbon writing.

NOTE: It is best to have one person do all the ribbons for 1 event and alternate to which clerk results are given. The more clerks you have the faster the events can be ribboned.

2. Give the results sheet to a clerk. On the ribbon tag provided, record the appropriate athlete's name (Last,First), Division, Class (V or JV), Club, the event, and mark achieved. Be sure to use the correct place ribbon.

3. Participation ribbons are also required for all age/groups, not just Gremlins. The Participation ribbon is given to all places beyond fourth place IN EACH RACE. The participation ribbons are completed the same way other ribbons are done with the exception that the finish place need not necessarily be recorded.

The Awards table should be aware that the ribbons are one of the primary sources for the coach in recording an athlete's progress. All event stickers, V and JV should be kept and made available to both clubs to recover marks for those who did not place 1st - 4th.

ADDED NOTE: In its consideration of 1989 season rule changes, the conference has adopted a rule which requires participation ribbons in all divisions. This allows a vehicle for recording all performances, regardless of finish place, class or division.

4. Once the ribbons have been written, place them in the appropriate team bag. If an extra person is available, have them distribute the ribbons in the bags.

5. The results sheet is then passed to the clerk who will record the results on the score sheets.

RECORDING RESULTS ON SCORE SHEETS:

1. Assign one person to record all results on the score sheets.
2. Before the meet begins, fill out one score sheet for each division varsity results. Complete the form by filling in the date, location, home and visiting teams. Put one of the sheets on each clip board.
3. Using the appropriate score sheet, record the results for the event by entering the athletes' names, mark, and team.
4. If you are keeping a file of the event sheets (which is recommended), file the sheet.
5. At the conclusion of the meet, get both the home and visiting coaches to sign the sheets and give each one of the copies. You keep the master to make the copies for the other clubs.

DISTRIBUTION OF THE RIBBONS:

1. Be sure that only the authorized person(s) pick up the ribbons. Athletes should not be allowed to pick up ribbons or be allowed to examine them while they are at the Awards Table.
2. As the authorized person picks up the ribbons, ask them to check the ribbons for any errors.
3. Keep the event finish sheets available to resolve any questions or errors.

Any questions on results or marks which can not be resolved by an examination of the event results sheets should be referred to the Chief Awards Clerk. This will keep the action at the table moving along.

4. If you have any completed ribbons at the end of the meet, you can mail them to the visiting club with the meet results.

It should be noted that the Awards Table does not have the authority to change any finish results on the events sheet. Questions beyond the accurate recording of the results from the event finish sheet to the Score Sheet and/or ribbons should be referred to the Referee. The Awards Table can only correct their own clerical errors.

DISTRIBUTION OF THE MEET RESULTS:

Conference rules require the home team to mail the varsity results (Score) sheets to the other clubs by the Monday following the meet.

If you have set up your envelopes prior to the meet as was suggested, the task of mailing out the results is greatly reduced. Using whatever copying facilities are available, you need only to make 9 copied sets (1 for each of the other teams). Your team will retain the masters. Insert a complete set into each of the envelopes and mail them.

HIGH JUMP

WHAT IS DONE HERE - As a coordinator or helper in the high jump event, you will take age/groups in a specified order through their jumps, measure and record their efforts, determine final finish places, and report the results to the Awards table.

WHAT YOU WILL NEED - The following items are required for the High Jump:

___ High jump cross bar. One is a minimum and two are recommended in case the first is broken or damaged. A round fiberglass bar with Noftziger triangle end pieces is recommended. The triangular steel cross bar is not to be used.

___ Two (2) adjustable high jump standards.

___ Landing mats. Must include cover if designed to use one.

___ A non-stretching measuring tape, at least 6'2 meters long. Must show metric measurements and can be steel or fiberglass.

___ Clipboard

___ Pen/pencils

___ Field Event results forms. You will need at least 16 but bring extras.

The following items are not absolutely required but will add to your meet:

___ A radio or a runner to maintain contact with the Announcer.

___ Extra blank stickers.

___ A colored "see-thru" marker. Used to mark stickers as J.V.

___ Broom

___ Duct tape. Used to cover exposed buckles or clasps on mats.

HOW IT'S DONE -

PREPARING THE AREA:

1. Set up the landing pads and standards at the back of the apron. The standards are to be centered on the pad and are separated by 13'1.5" to 13'3". If the standards are the type which have a ledge for the cross bar (instead of placing the bar on top of the standard), the ledges should be turned so that they face each other. This will allow the bar to fall to the front or back (toward the pit).

If, when you place the bar on the standards, the standards are further than 13'3" apart, you are probably using a pole vault cross bar.

Once you have placed the standards and measured them, put the cross bar up on the standards. Turn the bar on each of the three sides of the triangular end (called a Noftziger ring) and observe which placement provides the most even bar that doesn't sag or bow upward. Place a mark on the side of the end piece which faces toward you and place the bar up this way throughout the competition. Use your marker or a piece of tape to mark the end piece.

2. Sweep the apron, paying particular attention to the areas where the athletes run up to the bar and where they plant for the jump. Be sure to consider both right and left side approaches. Sweeping the apron of loose matter prevents slipping, particularly for the Bantams or others who do not wear spikes.

3. Check the buckles and straps on the landing mats to make sure nothing is exposed that will cut or scrape the athletes. Duct tape can be used to cover anything that needs it.

4. Set up your clip board for the first group by filling out an Event Results form and assigning your helpers to each side of the pit, adjacent to the standards, to replace the bar when knocked down.

RUNNING THE EVENT:

1. All field events begin at 8:30am. The order of competition at the high jump is Bantam Girls, Bantam Boys, Midget Girls, Midget Boys, Youth Girls, Youth Boys, Intermediate Girls and Intermediate Boys. THIS ORDER ASSUMES A ONE PIT FACILITY. If your club uses two pits, you will probably compete Girls at one pit and Boys at the other, but you should check with the Meet director or Referee before the meet.

If you do use two pits, the preferred order is BG, MG, YG, IG at the Girls pit and BB, MB, YB, and IB at the boys pit.

Depending on the number of competitors, the judge can combine boys and girls but usually does not combine age groups. Particular attention should be paid to the correct starting height if groups are combined.

2. In dual meet and J.V. finals, the following starting heights are used (heights shown in meters):

DIVISION	GIRLS	BOYS
BANTAM	1.10	1.15
MIDGET	1.20	1.30
YOUTH	1.35	1.50
INTERMEDIATE	1.35	1.50

At varsity finals, the starting height is five(5) cm below varsity standard for that age/group - OR - five(5) cm lower than the lowest petitioned entry whichever is lower.

3. When initially setting the cross bar and, at any new height, the bar should be placed on the standards and measured/remeasured with the measuring tape. The marks on the standards should be used only as a guideline. Measurements are taken from the apron to the lowest point of the top of the bar in a perpendicular line.

4. Athletes should report on third call to the event already warmed up and stretched. Warm up jumps slow this event and should be minimized. Rules allow for two warm up jumps.

5. The order in which the athletes jump is determined by the judge. Generally, this is the order in which they sign-in for the event. All jumpers in an age group may compete as one large group but results must be maintained separately as flights

6. A competitor may attempt to clear the bar in any manner provided he/she jumps from one foot and, provided no weight or artificial aids are used.

7. The cross bar is moved up in five (5) centimeter increments until there are four or less athletes remaining. The bar is then moved up in two (2) cm increments until only one competitor remains. When only one jumper is left, the bar may be raised in any increment desired by the jumper but not less than one(1) centimeter.

8. An athlete is eliminated from competition upon the third consecutive miss (failure to clear a height or a foul).

An athlete can pass to a greater height even after a miss at a lower height and the passing does NOT constitute a miss. However, after the third consecutive miss at any height(s), the competitor is eliminated.

The judge keeps track of the result of all trials at all heights, recording both successes and failures since the number of failures may be used to break ties.

9. A jumper has two (2) minutes to complete his/her jump after their name is called. Failure to complete the jump within the 2 minutes constitutes a miss.

The judge should use common sense when applying the two minute rule and attempt to steady and encourage the jumper, especially with the younger age groups and early in the season. An element of discipline does need to be maintained in order to keep the competition moving.

An athlete may request to remeasure his/her steps at any time provided they are not stalling.

If a jumper, in making an abortive attempt, breaks the vertical plane of the bar either under the bar or the bar extended to either side of the standards with any part of their body, it shall be counted as a miss.

If a jumper leaves the ground in an abortive attempt, it shall count as a miss.

10. The high jump takes precedence over all other field events, but running events take precedence over the high jump.

The High Jump Judge should try to hold all high jumpers at the pit until third call for a running event. The judge should then release the athlete to check in at staging and, if the wait at staging is lengthy, return to the high jump for competition until needed back at the running event. Often, a team mate can be used to hold the athlete's place in staging until necessary. This will reduce the delay in raising the bar until the athlete returns. Ideally, the bar should never have to stay at a height more than five (5) minutes waiting for a competitor.

11. Athletes must "check out" with the High Jump Judge before going to a running event. The remaining competitors may then complete their jumps at the current bar height. Competition must then stop and allow the excused competitor(s) five (5) minutes to recuperate after the completion of their running event.

If an excused athlete returns late and after the bar has been raised, he/she can continue at the increased height as if the current height had been "passed". No miss will be charged, but the athlete is still subject to the three miss elimination rule.

To accommodate late returning athletes and allow competition to continue for those jumpers who do not leave for another event, league rules now permit lowering the bar. The jumper who returns late (i.e., after the bar has been raised) can elect to join the competition in progress as indicated above -OR - may elect to wait until the bar has been lowered to resume at the height he/she was at when checked out. The officials are not required to lower the bar until the competition for the present age group has been otherwise concluded. The bar should be lowered only once. It should be lowered to the minimum height of all of those who properly checked out, raised in the 5cm required increments, and the results integrated with all jumpers for the age/group. Jumpers must re-enter the competition at the height they checked out at or higher. The three consecutive miss rule still applies, whether the misses were made prior to checking out, after their return, or both. The bar may not be lowered a second time, regardless of the reason. No new

jumpers may join the competition when the bar is lowered; they must have been entered at the start of the event AND checked out with the judge.

12. Ties between competitors are broken according to the following rules:

1) The competitor with the lowest number of trials at the greatest height cleared is the winner.

2) If still tied, the competitor with the lowest total number of misses at all heights is the winner.

3) If still tied, the competitor with the lowest number of trials at all heights wins. Passes do not count as trials.

4) If still tied, the competition is declared to be a tie, EXCEPT if it is for first place. First place ties are resolved as follows:

Each competitor gets one (1) more trial at the height they failed at, then the bar is lowered by one (1) inch increments until a single competitor remains.

If more than one clears the height, the bar is then raised in one (1) inch increments until one competitor remains. This process continues until a winner is determined since first place ties MUST be resolved.

TIPS -

___ When measuring, use a stiff bladed measuring tape placing the tip on the apron and the extended tape blade behind the bar. With your eye level with the bar, read across the bar to the tape. Make sure the tape is perpendicular to the ground.

___ After the last competitor in the current age/group has completed his/her jumps and before you begin the determination of the finish places, ask for third call on the next group.

___ Before the competition arrives, make out a varsity AND a junior varsity Event Results Sheet even if no jumpers enter one of the classes. The Awards table keeps track of which events have been ribboned and sending a sheet marked "NO ENTRIES" will help them reduce confusion.

___ No matter how the jumpers were combined for the competition, make sure the Event results Sheets you send to Awards contain only one age/group class on a form. For example, don't mix the BG varsity and J.V. on one sheet.

___ Before the meet begins, mark the ground and bar at the points you will make the measurements. This will help give consistent perpendicular measurements. Since bars can be slightly bent during the competition, a check for the lowest point should always be made prior to any measurements that will be recorded. The marks can be made by the "see-thru" marker or by a small piece of tape, whichever works best on the surfaces of the bar and apron.

LONG JUMP

WHAT IS DONE HERE - As a coordinator or helper in the long jump event, you will take age/groups in a specified order through their jumps, measure and record their efforts, determine final finish places, and report the results to the Awards table.

WHAT YOU WILL NEED - The following items are required for the Long Jump:

- ___ Field Event results forms. You will need at least 20 but bring extras.
- ___ Measuring tape, steel or fiberglass, 50'/15m. Used to measure the jumps.
- ___ Pen/pencils
- ___ Rake, Garden type.
- ___ Clipboard

The following items are not absolutely required but will add to your meet:

- ___ A colored "see-thru" marker.
- ___ Measuring tape, steel or fiberglass, 100'. Placed alongside the runway to mark steps by the jumpers
- ___ Tape, Athletic White 2". 1 roll.
- ___ Broom
- ___ Chair
- ___ A radio or a runner to maintain contact with the Announcer.
- ___ Screwdrivers/pegs (3) to mark jumps and secure tape.
- ___ Shovel
- ___ Straight edge (like a yardstick) 36" long.
- ___ Extra blank stickers. Plan on 6 or more.

HOW IT'S DONE -

PREPARING THE AREA:

1. Sweep the runway. Pay particular attention to the last 10 or 12 yards before the take off board to remove any foreign objects including sand and dirt. This will reduce/eliminate slipping.

Also sweep the take off board and the area between board and the pit.

2. Inspect the area next to the take off board which is on the side of the board toward the pit (The "foul" area). If there is a depression (usually caused by missing runway material), fill it with sand. Pack the sand hard and wet it down, if possible. This will help you detect fouls.

If the take off board is more than 4 to 5 feet from the pit and Gremlins or Bantams will be jumping, you will need to make a temporary take off board. A temporary take off board can be made by putting down 4 to 6 strips of white athletic tape across the runway as close to the pit as is practical. Be sure to leave at least 24 inches of runway between the new "board" and the pit to judge fouls.

3. Prepare the landing pit. The objective is to make the sand landing area level with the take off board and level from side to side. You also must remove any foreign objects from the pit. Often, if the pre-meet activities are done as indicated in this handbook, the pit will be prepared and only a final smoothing" of the sand in the landing area will need to be done.

You may need to shovel sand from the far end of the pit to the end nearest the board to level it. Make sure an area at least 20 feet from the board is ready.

Once the sand is ready, sweep any sand still on the border of the pit back into the pit. This is so the borders (usually cement) are visible to the jumpers and they can avoid them.

Finally, smooth the sand landing area. No depressions or "waves" should be there.

4. Put out the runway measuring tape. Secure the "zero" end with a screwdriver or peg so that the zero mark is even with the edge of the take off board which is nearest to the pit (the "scratch" line). The tape should be placed off the runway to either side but preferably to the side which the jumpers will not walk over it.

Stretch the tape out alongside the runway for at least 90 feet and preferable the entire length of the tape or runway, whichever is shorter. The tape should be pulled tight and with the numbers up.

5. Set up your clipboard with a Field Event Entry form for both a Varsity and a Junior Varsity class for the first group.

6. You should have a minimum of 1 and hopefully more helpers. You must have one. Assign them as follows:

pit.	1st - If only 1, to rake pit and mark jumps. If you have 2 or more,	then to rake
	2nd - To mark jumps in the pit.	
	3rd - To read the distance at the take off board.	
	4th - To help rake/shovel the pit.	
at the far end of the runway (away from the pit).	5th - To help organize the jumpers by calling the jumping order.	Usually works

The Judge, or coordinator's job is to establish the jumping order, record the results of each jumper's attempt, to judge fair and foul attempts, and to determine final finish places.

RUNNING THE EVENT :

1. All field events start at 8:30am, including the long jump. The first call for the long jump should be made automatically by the Announcer at about 8:15am followed by the 2nd call at about 8:20am. The jumpers should arrive at the pit warmed up by 8:30am.

The order of competition for a one pit facility is GG, GB, BG, BB, MG, MB, YG, YB, IG, IB. If a two pit facility is used, the split is usually boys to one pit and girls to the other and keeping the Gremlin to Intermediate order at each pit. Check with the Meet Director or Referee before the meet.

Not many age/groups are usually combined for the competition. However, many clubs do combine the Intermediates with the Youth, ie, YG and IG are combined as are YB and IB.

2. Take their tags as they arrive, paying attention to which is JV and which is Varsity, and placing them on the correct Event Results Sheet.

3. Allow each jumper two (2) "run-through" to check their steps. You must maintain an element of discipline here since most jumpers will want to take many more than 2 "run-through" which takes valuable time. Run them through in their jumping order if possible.

4. The Judge determines the order in which the competitors jump. Most clubs/judges use the order in which the jumpers report.

Some clubs make an exception for the Gremlins to allow all of the jumpers from one club to jump and then all of those from the other. This is done since the Gremlins will report "en-mass" with their coach. The coach is a valuable help in maintaining crowd control and will help you if possible.

5. Make sure the sand in the pit is level and smooth before each jumper is called.

6. In calling the athletes to jump, it is suggested that the judge call the jumpers name and club who is next to jump and, also, call the following jumper's name and club. This allows a non-delaying warm up by each jumper. The call can be simply:

"Mary Smith from Oxnard is up" and,
"Kim Jones from Ojai is next" or something similar.

7. Each jumper has two minutes from the time his/her name is called to complete their jump.

8. Each competitor gets three (3) jumps. The judge must record the result of EACH jump (NOT JUST THE LONGEST) since second best jumps may be needed to resolve ties.

9. The measurement of the jump is taken from the point of the depression closest to the take off board to the edge of the take off board closest to the pit.

The proper measurement is taken by putting the zero end of the tape at the depression in the sand and stretching the tape back to the take off board. The distance is read at the board by the judge.

10. A foul is an attempt which counts as a jump but is not measured. It is recorded as a diagonal line in the box on the Event Results sheet where the distance of the jump is usually recorded.

The most common foul is when the jumpers foot (shoe) goes past the edge of the take off board closest to the pit. This edge is commonly referred to as the "scratch" line.

Even if sand or other material is not used, the judge must carefully watch the runner until he/she is 2 to 3 strides from the board. The judge then shifts his eyes to the board to watch the shoe strike the board. A judgement call as to the fairness of the jump is then made by announcing "Fair" or "Foul" in a loud voice, ONLY AFTER THE JUMPER HAS LEFT THE PIT.

It is also a foul if the jumper lands with any part of his body outside the pit.

It counts as an attempt if the jumper runs past the take off board but does not jump.

11. Measurements are taken to the lesser centimeter and recorded in meters (354 cm is recorded as 3.54 m).

12. After each jump is either declared foul or has been measured, the sand in the pit must be re-leveled and smoothed.

13. Ties are broken for all places by evaluating the second best jumps of those tied. If the second best jumps are equal, then the third best jumps are used to break the tie. Ties for first are broken first, then

second, then third, etc. if necessary. We do not use "jump-offs" in our dual meets and J.V. finals to resolve ties.

14. Athletes must "check out" with the long jump judge before going to a running event or another field event. The athlete has five (5) minutes after the completion of the running event or the trial at the other field event to return to the long jump.

While the "checked out" jumper is gone, competition continues by simply skipping over him/her in the jumping order. If the other competitors have finished when the "checked out" competitors return, allow each returned jumper to complete all of their remaining trials. Also, allow them sufficient time between jumps to recover (up to 3-5 minutes).

15. When the last jumper is finished and before determining the final finish places, have the announcer make final call for the next group.

16. Determine the finish places for both varsity and J.V. through at least fourth. If time permits, determine the finish place for all entered.

17. Send the Event Results Sheets to the Awards table. Do not hold the results until all groups are finished because of the work load this creates on the Awards table.

TIPS -

___ Do not rush into the pit to measure a jump. Do not enter the pit until the jumper has left it or the attempt was declared a foul. If the jumper walks back toward the take off board while in the pit, the jump is measured from the mark made closest to the scratch line, and that can be a foot print.

___ In marking a jump, use two screwdrivers or similar pins/stakes/B-B-Q skewers as follows:

Place one screwdriver into the sand at the point of the depression to be measured. Put the second screwdriver through the ring on the end of the measuring tape (almost all have them). Hold the screwdriver which is through the measuring tape so that the tape can be read (numbers up).

Without touching the screwdriver placed into the ground, and holding the screwdriver placed through end of the measuring tape, hold the tape so the "zero" mark on the tape is even with the screwdriver placed into the ground. This will allow the normal amount of "tugging" on the tape while the jump is being measured and not change the distance.

___ As you measure the jump, call out the distance loud enough for the judge (separate recorder) and the jumper to hear. This will greatly reduce the number of repetitive questions you'll get.

___ Make out a JV and a Varsity Event Results Sheet even if there are no competitors in one or more of the classes. Send the sheet to Awards marked "No entries" to help them keep track of which events have been ribboned.

___ Don't mix age/groups, boys and girls, or Varsity and J.V. on one Events Results sheet.

___ If you need to measure from a point in the pit which will not allow a perpendicular measurement to the take off board, place a straight edge (yard stick) down so that its edge is even with the "scratch" line so that it extends the scratch line and the measurement can be taken properly.

___ When entering the pit to mark a jump, approach the depression you intend to mark from the "far" end of the pit (the end away from the take off board). This will reduce the chance of obliterating or changing the fragile "break" line in the sand of the original depression made by the jumper.

SHOT PUT

WHAT IS DONE HERE - As a coordinator or helper in the shot put event, you will take age/groups in a specified order, measure and record their efforts, determine finish places, and report the results to the awards table.

WHAT YOU WILL NEED - The following are required for the Shot Put:

___ Two each of the following certified shot puts:

USE PUT WEIGHT	FOR AGE GROUPS:
Six(6) Pounds	BB,BG,MG,MB, & YG
Four(4) Kilograms	YB & IG
Twelve(12) Pounds	IB

___ A non-stretching measuring tape, 50 feet/15 meters long. Must show feet and inches.

___ Clipboard

___ Pen/pencils

___ Field Event results forms. You will need at least 16 but bring extras.

The following items are not absolutely required but will add to your meet:

___ Two (2) long screwdrivers or B-B-Q skewers.

___ A radio or a runner to maintain contact with the Announcer.

___ Extra blank stickers.

___ Marker, colored "see-thru"

___ Broom

HOW IT'S DONE -

PREPARING THE AREA:

1. Sweep the ring.
2. Make sure there are marks on the ring to indicate the half of the ring used for entrance and exit, and a ring center mark.
3. Check the distance arcs in the throwing area.

RUNNING THE EVENT:

1. The order of competitors will be IB, IG, YB, YG, MB, MG, BB, BG for a one ring facility. If you have two rings, use the same order and put boys at one ring and the girls at the other.
2. Request first call twenty (20) minutes prior to competition.

3. Check in athletes by placing stickers on results sheet, separating JV and varsity. Trials are made in check in order.

4. Allow each competitor 2 unmeasured trials for warm up.

5. Demand safety practices: One at a time in the ring, clear area, and no horseplay.

6. Each athlete receives 3 trials (4 in varsity finals).

7. To measure, mark the depression at the edge closest to the ring by placing a screwdriver into the ground at that point. Place the other screwdriver through the end ring on the measuring tape and then into the ground next to the marking screwdriver so that the "zero mark" on the tape is even with the marking screwdriver. Have the tape pulled taut through the center of the circle. Have a reader call out the distance to the lesser centimeter measured to the inside edge of the foul board (364 centimeters becomes 3.64 meters).

8. **FOULS:** The following are considered as fouls in the shot put. A "foul" put is not measured but is counted as a trial.

- Touching the circle (not including the inner face of the stop board or band) or the ground outside of the circle, or the top of the stop board with any part of the body before the put is complete.

- If the put falls on or outside of the sector lines.

- If the competitor does not leave by the back half of the circle.

- If the competitor leaves the ring before the put lands.

- If the competitor uses both hands.

- If the shot is not touching or in very close proximity to the chin (jaw line) before and during the act of putting.

The hand used to put the shot may not be dropped below the position just described during the act of putting.

- If the shot is brought behind or below the line of the shoulders during the attempt. (No throwing or slinging).

9. Athletes must "check out" with the Shot Put Judge before going to a running event or another field event.

Athletes may leave the shot put only after third call for a running event. Only the high jump has priority over the shot put for the other field events and an athlete may be expected to complete his/her shot put trial when called. A "checked out" athlete has 5 minutes after the completion of the running event or the trial in the other field event to return to the shot put.

While the "checked out" competitor is gone, competition can continue by simply skipping over him/her in the jumping order. If the competitors return before the competition has finished, they simply rejoin by entering the jumping order in the proper place. If the competition has finished for their age/group, allow them to take all of their remaining trials. Be sure to allow them sufficient recovery time between the attempts.

10. When an age\group is finished, send the results to the awards table. Do not hold any results until the last age\group has finished as this will negatively impact the awards table.

TRIPLE JUMP

THIS EVENT DROPPED FROM LEAGUE COMPETITION

SNACK BAR

THIS SECTION NOT READY AT TIME OF PUBLICATION

POST MEET ACTIVITIES

After the last runner in the last race has crossed the line, you will have a few tasks left to complete your meet.

After the final results are recorded and the awards made, the Chief Awards Clerk must see that the Varsity Score sheets are signed by both team's coaches. The Awards Table section contains more details.

Before the competition is actually over, your Meet take-down crew can begin. There are those expected things to do in the way of taking down, cleaning-up, and locking-up that the crew can start on, like:

- Visiting each of the field event sites and collecting the equipment. If you have been clever, you have picked-up and put away the field event equipment after the last age/group completed their competition at the site. The field events are almost always over substantially before the running events and, if possible, you should plan to put away the mats, bars standards, etc at that time.

- Picking up and storing the hurdles.

- Closing down the Snack bar.

- Packing up and collecting the equipment and supplies from the Announcer, staging, the Starter, the Finish Line and the Awards table as those areas are finished.

After the meet your remaining "close-down" tasks can be done:

- Generally clean up the facility: Pick up paper, cups, etc. (I assign the late sign up parents to this).

- Check, clean-up and lock the rest rooms.

- Be sure you lock up or secure any equipment you borrowed and close and lock any gates you opened.

- If you used the press box, check it for your equipment, clean it up if needed, turn off the P.A., and lock the doors.

There are a few special duties that will need to get done within a few days following the meet:

___ Mail out the meet results. This is usually the responsibility of the Chief Awards clerk but can be assigned to anyone. Please see the Awards Table section for details.

___ Get the meet results published. You may have a separate publicity manager which can submit tabulated results or an article for the local newspapers.

___ Clean the Starter's gun and equipment. I also take this opportunity to restock the box for the next meet.

___ If you are using rechargeable batteries in your radios, you should completely discharge them. Turn the volume and squelch all the way on and leave them for a day or two. Once discharged completely, they can be stored for the next meet.

___ Repair or replace any equipment known to be damaged or lost (watches, shot puts, clip boards, measuring tapes, etc). Some items have a long lead time to acquire and you need to order/repair them as soon as possible so that you have them for the next meet.

___ Copy/obtain any forms you are short of for the next meet.

You may also want to have a "post-mortem" review of your meet with your key officials. I suggest you do one after the first meet so any adjustments can be made before the next one. The review should be done as soon after the meet as you can. Keep it short, to the point, and productive.

You may also want to have a short review with the visiting team's representative immediately following the meet to pick up any suggestions he/she might have.

ITEMS BY LOCATION

LOC USED	ITEM DESCRIPTION	QTY	COMMENTS
___	Announcer Chair	1	Don't assume it's included in Press Box
___	Announcer Clip Board	1	To put order of events/call sheets on.
___	Announcer Map, Facility	1	
___	Announcer Marker, "See-thru"	1	
___	Announcer P.A. System	1	May come with facility.
___	Announcer Pen/pencils	2	
___	Announcer Radio	1	Critical item.
___	Announcer Sheet, Announcer's Call	1	
___	Announcer Sheet, Schedule of Calls	1	
___	Announcer Table	1	Included in Press Box?
___	Announcer Watch, wrist type	1	
___	Awards Awards - 1st Place	280	Quantity is estimated - bring extras!
___	Awards Awards - 2nd Place	280	Quantity is estimated - bring extras!
___	Awards Awards - 3rd Place	280	Quantity is estimated - bring extras!
___	Awards Awards - 4th Place	280	Quantity is estimated - bring extras!
___	Awards Awards - Participation	150+	Quantity is estimated - bring extras!
___	Awards Bags, paper (lunch)	20+	Used to distribute ribbons
___	Awards Chair	4-6	
___	Awards Clip Board	10	1 each for Varsity Score Sheets.
___	Awards Cooler, refreshment	1	
___	Awards Envelopes, Pre-addressed	9	To mail out results after meet.
___	Awards Filing System/Folders	1	Used to keep results sheets in order.
___	Awards Form, Varsity Score Sheet	10+	
___	Awards Pen/pencils	12	
___	Awards Sheet, Order of Events	4	
___	Awards Tables, banquet type	2	
___	Awards Tape, Scotch	1	
___	Awards Tarp, shade	1	Needed if Awards is out in the open
___	Finish Bell, Lap	1	Optional.Replaces gun to signal last lap
___	Finish Chair	1	For Finish Clerk
___	Finish Clip Board	1	For Finish Clerk.
___	Finish Cooler, refreshment	1	
___	Finish First Aid kit	1	
___	Finish Flag, Red	1	To signal readiness-Not for Relays
___	Finish Flag, white	1	To signal readiness-Not for Relays
___	Finish Forms, Running Finish	185+	Quantity is an estimate - bring extras !
___	Finish Pen/pencils	2	For Finish Clerk.
___	Finish Radio	1	Critical item to remote starts.
___	Finish Remaining lap marker	1	
___	Finish Stand/Platform, Judges	1	Usually provided by facility
___	Finish Stapler	1	Used by Finish Clerk
___	Finish Table, card type	1	For Finish Clerk

___	Finish	Tags, Timer/Judges Place	8	1 for each place.
___	Finish	Tarp, shade	1	
___	Finish	Watches, Stop	8+	
___	Finish	Whistle	1	To signal readiness
___	Finish	Yarn, Finish Line	1	34' or longer, non-abrasive, breakable
___	HJ Pit	Broom	1	
___	HJ Pit	Chair	1	
___	HJ Pit	Clip Board	1	
___	HJ Pit	Cross Bar, HJ	2	
___	HJ Pit	Forms, Field Event Finish	16+	Quantity is estim. Split if 2 pits used.
___	HJ Pit	Landing Pits, HJ (set)	1	Usually provided by the facility
___	HJ Pit	Marker, "See-thru"	1	Used to mark replacements as J.V.
___	HJ Pit	Measuring tape, 12'/4m	1	
___	HJ Pit	Pen/pencils	2	
___	HJ Pit	Radio	1	Optional item. May use runner instead.
___	HJ Pit	Standards, High Jump (pair)	1	Usually provided by the facility
___	HJ Pit	Stickers, Extra blank	6+	To replace lost/mutilated ones.
___	HJ Pit	Tape, Duct	1	Used to cover sharp objects on mats.
___	LJ Pit	Athletic tape, white, 2" roll	1	For making a temporary take-off board.
___	LJ Pit	Broom	1	
___	LJ Pit	Chair	1	
___	LJ Pit	Clip Board	1	
___	LJ Pit	Forms, Field Event Finish	20+	Quantity is estim. Split if 2 pits used.
___	LJ Pit	Marker, "See-thru"	1	Used to mark replacements as J.V.
___	LJ Pit	Measuring tape, 100'	1	Used along runway to measure steps.
___	LJ Pit	Measuring tape, 50'/15m	1	Used to measure length of jump.
___	LJ Pit	Pen/pencils	2	
___	LJ Pit	Radio	1	Optional item. May use runner instead.
___	LJ Pit	Rake, Garden type	1	
___	LJ Pit	Screwdrivers	3	Any item similar 8" or longer will work.
___	LJ Pit	Shovel	1	
___	LJ Pit	Stickers, Extra blank	6+	To replace lost/mutilated ones.
___	LJ Pit	Straight edge, 36"	1	
___	Meet Dir	List, "Items by Area"	1	
___	Meet Dir	List, Meet Volunteers	1	
___	Meet Dir	Radio	1	
___	Meet Dir	Rule Book, Conference	1	
___	Meet Dir	Sheet, Announcer's Call	1	
___	Meet Dir	Sheet, Order of Events	1	
___	Referee	Clip Board	1	
___	Referee	Radio	1	
___	Referee	Rule Book, Conference	1	
___	Referee	Sheet, Announcer's Call	1	

___	Shot Put	Broom	1	
___	Shot Put	Chair	1	
___	Shot Put	Clip Board	1	
___	Shot Put	Forms, Field Event Finish	16+	Quantity is estim. Split if 2 pits used.
___	Shot Put	Marker, "See-thru"	1	Used to mark replacements as J.V.
___	Shot Put	Measuring tape, 50'/15m	1	For measuring puts.
___	Shot Put	Pen/pencils	2	
___	Shot Put	Radio	1	Optional Item. May use runner instead.
___	Shot Put	Screwdriver (long)	2	Used for marking the puts.
___	Shot Put	Shot Put, 12 lb	2	For Intermed Boys
___	Shot Put	Shot Put, 4 kg	2	For YB and IG.
___	Shot Put	Shot Put, 6 lb	2	For BG, BB, MG, MB, & YG
___	Shot Put	Stickers, Extra blank	6+	To replace lost/mutilated ones.
___	Staging	Benches	4+	
___	Staging	Bull horn	1	
___	Staging	Chair	1	
___	Staging	Clip Board	1	
___	Staging	Flags, barrier	2+	"Flags on a rope" to mark off area.
___	Staging	Marker, "See-thru"	1	
___	Staging	Pen/pencils	2	
___	Staging	Radio	1	Critical item.
___	Staging	Sheet, Announcer's Call	1	
___	Staging	Tarp, shade	1	
___	Start	Box, Fishing tackle type	1	To carry Starter's equipment/ammunition
___	Start	Cards, Event Instruction (set)	1	Race Instruction Cards.
___	Start	Ear protection (set)	2	Ear plugs/muffs or cotton.
___	Start	Flag, Relay Zone - White	3	Used in Relays. Can be green.
___	Start	Flag, Relay Zone - Red	3	Used in Relays
___	Start	Hammer,sledge	1	To pound in blocks on dirt track.
___	Start	Megaphone	1	Optional item.
___	Start	Radio	1	Critical item on remote starts.
___	Start	Starter's Ammunition	100+	Calibre/type depends on gun used.
___	Start	Starter's gun	1	Bring 2 if a recall starter is used
___	Start	Starter's sleeve	1	Optional item.
___	Start	Starting Blocks	8	Minimum of 4 are needed.
___	Start	Wheel barrow/cart	1	To transport starting blocks
___	Start	Whistle, Starter's	1	Optional item.
___	Track	Chalk, White marking (bags)	5	To mark dirt tracks.
___	Track	Chalker, Hand	1	For Track prep. Facility may provide.
___	Track	Drag	1	For track prep. Facility may provide.
___	Track	Hose, Garden	1+	For track/pit prep. Facility may provide
___	Track	Hurdles	40+	Need in increments of 10 (10 per lane).
___	Track	Line, "Snap"	1	For Marking Starting/Finish Lines, etc.
___	Track	Marker, Lane line	1	For track prep. Facility may provide.
___	Track	Measuring tape, 50'	1	For measuring relay zones, etc
___	Track	Paper, Toilet	6-12	Emergency spares. Keep in Snack Bar.
___	Track	Plunger	1	For emergency rest room repair.
___	Track	Tug/Tractor	1	For track prep. Facility may provide.

NOTES:

1. Many of the items listed are optional. Please see the appropriate section of this book for their use.
2. If two areas are used for any field event, e.g., two long jump pits, the quantities must be doubled so that each pit is equipped. This applies to all items except the Field Event Finish Forms, which may be split.
3. Snack Bar items are not included in this list. Please see the Snack Bar section of the book.

RADIOS AT THE MEET

The use of portable radios ("walkie-talkies") at meets can save a great deal of time and aid in making the meet go quickly and smoothly. Knowing how to use the radio will ensure that the expected benefits are received. This set of instructions is intended to help you become familiar with the radio and how it is used at the meet.

* Read these instructions first, before you use the radio.

* Don't be afraid of the radio. Think of it as a tool to get the meet over _____ sooner and solve problems.

* If you are using a radio:

KEEP IT ON!
KEEP THE VOLUME UP SO YOU CAN HEAR IT!
KEEP IT NEAR ENOUGH SO YOU CAN HEAR IT!

CONTROLS ON THE RADIO - There are five controls on most of the portable radios used:

- The "on/off" switch
- The volume switch
- The channel select switch
- The squelch control
- The "push-to-talk" switch

On some radios, the switches/controls may be combined such as the "on/off" and volume controls. Check your radio.

THE "ON/OFF" SWITCH: This switch is self explanatory. You need only to place it in the "ON" position and leave it there during the entire meet. Don't worry, the batteries will last.

THE VOLUME CONTROL: This is the most misused switch of all! You must set it AND LEAVE IT SO YOU CAN HEAR SOMEONE CALLING YOU. Don't turn it down so you can't hear it. If you have a radio, it is assumed that you need to talk to others and they to you. Nothing is more frustrating than to repeatedly try to contact someone who has the radio turned down (or off). You might as well not have one!

THE SQUELCH CONTROL: This control usually gives everyone the most problem. Its purpose is to reduce the amount of background noise and static. It actually provides an increasing amount of resistance to all signals as it is turned up so that only the stronger ones are heard. This is a two edged sword. If turned up too high, it will cut out unwanted noise but it may also cut out the messages to you. Try different settings at the beginning of the meet and leave it where you know you can hear receptions for you. If in doubt, turn it all the way off (to the left).

CHANNEL SELECT SWITCH: Check with the Meet Director or Referee for the channel to be on before the meet (if your radio has more than one channel) AND LEAVE IT THERE !

"PUSH-TO-TALK" SWITCH: This button (more like a bar on some radios) is usually located on the side of the radio. It is simple to use: Push to talk - and - release to listen. Remember, it only will do one thing at a time and be sure to press the button BEFORE you start talking.

WHO HAS RADIOS AT THE MEET - The suggested minimum number of radios at the meet is three, I suggest they be given to the Meet Director, Announcer and Stager first. If additional radios are available, assign them in the following order:

Referee
 Finish Line
 Starter
 Remote field events (to Announcer)
 Closer field events
 Relay zone judges (during relays only)

Radios can be assigned as needed except for the first 3 or 4 listed. They can be traded around, for example, so that one radio could be assigned to the high jump but used by a zone judge during the relays. The Meet Director can share his radio with the Finish Line or Starter when necessary.

CONTACTING SOMEONE (TRANSMITTING): Contacting some other official at the meet only has a few simple guidelines:

1. Before beginning, listen for a second for a clear channel.
2. Hold the radio 4 to 6 inches in front of you. It is not necessary to hold it like a phone.
3. Push the "Talk" button BEFORE you begin to talk and wait at least one full second before speaking.
4. Say "Jim, this is Bob" if you know the name of the person you are contacting. If you don't know, say "Announcer, this is the Stager". You must make some type of statement about who you want to speak to since several persons may have a radio.
5. Wait a full second after you have made your call to the other official and release the "Push-to-Talk" switch. Waiting a "one-count" before releasing the switch will keep your words from being cut off.
6. If you don't get an answer right away, wait 10 to 15 seconds before trying again. They may be busy.
7. When they do answer, just give them your message in plain English as if you were talking face to face. Some don't understand "CB lingo".
8. Speak as clearly and distinctly as you can. Speak in a normal volume, you don't have to yell.
9. When finished, keep the "Talk" button depressed for the same "one-count" so that your last words are not lost.

A BRIEF CHECK LIST FOR OPERATION - When you first get your radio and, at any time there is a problem, use the following checklist. It will clear up most of the problems you will have:

___ "On/Off" switch is "ON".

- ___ Volume switch is turned up so you can hear.
- ___ Squelch control is either all the way off (to the left) or is set where you KNOW you can hear transmissions.
- ___ Channel switch is set to the proper channel.
- ___ Antenna is fully extended and pointed up. Some radios will not work if the antenna is not pointed up.
- ___ You are pushing the "Push-to-Talk" button when transmitting only.
- ___ The batteries are supplying enough power. Some radios have "Battery Test" buttons that cause an LED light to come on if the batteries are good. Others may have a meter.
- ___ You are not behind a solid building or hill or something else which could block transmissions.

If you have tried all of these points without success, don't understand or are unsure, CONTACT THE MEET DIRECTOR.

TRACK METRIC/YARD CONVERSIONS**EVENT CONVERSIONS**

50 Meters	=	54.7 Yards
100 Meters	=	109.4 Yards
110 Yards	=	100.6 Meters
200 Meters	=	218.7 Yards
220 Yards	=	201.2 Meters
400 Meters	=	437.4 Yards
440 Yards	=	402.3 Meters
800 Meters	=	874.9 Yards
880 Yards	=	804.7 Meters
1500 Meters	=	1640.4 Yards
1 Mile	=	1609.3 Meters 1760.0 Yards
3000 Meters	=	3280.8 Yards
2 Miles	=	3218.7 Meters 3520.0 Yards

TIME CONVERSIONS

100 Yards to 100 Meters	+ 1.0 secs
200 Meters to 220 Yards	+ .2 sec
400 Meters to 440 Yards	+ .4 sec
800 Meters to 880 Yards	+ 1.0 secs
1500 Meters to 1 Mile	+20.0 secs
3000 Meters to 2 Miles	+40.0 secs

Note: Time conversions are generally accepted rough approximations for children.

(yard) TRACK CONVERSIONS

1/4 Lap	=	110 yds	=	100.6 m
1/2 Lap	=	220 yds	=	201.2 m
3/4 Lap	=	330 yds	=	301.8 m
1 Lap	=	440 yds	=	402.3 m
2 Laps	=	880 yds	=	804.7 m
4 Laps	=	1 Mile	=	1609.3 m
8 Laps	=	2 Miles	=	3218.7 m

(meter) TRACK CONVERSIONS

1/4 Lap	=	100 m	=	109.4 y
1/2 Lap	=	200 m	=	218.8 y
3/4 Lap	=	300 m	=	328.1 y
1 Lap	=	400 m	=	437.4 y
2 Laps	=	800 m	=	874.9 y
4 Laps	=	1600 m	=	1749.8 y
8 Laps	=	3200 m	=	3499.5 y

NOTE: These conversions provided for information only. Conversions of actual performances should be made using the conference approved metric conversion book.

**ORDER OF EVENTS
DUAL/TRI MEETS AND JV FINALS**

RUNNING EVENTS

EVENT	ORDER
2 Mile Run	MB & MG, YB & YG, IB & IG
100 Meter Hurdles	YG, IG, YB, IB
440 Relays (4x110)	GG, GB, BG, BB, MG, MB, YG, YB, IG, IB
One Mile Run	GG, GB, BG, BB, MG, MB, YG, YB, IG, IB
440 Yard Dash	GG, GB, BG, BB, MG, MB, YG, YB, IG, IB
100 Meter Dash	GG, GB, BG, BB, MG, MB, YG, YB, IG, IB
880 Yard Run	GG, GB, BG, BB, MG, MB, YG, YB, IG, IB
220 Yard Dash	BG, BB, MG, MB, YG, YB, IG, IB, GG, GB
Mile Relays (4x440)	BG, BB, MG, MB, YG, YB, IG, IB

Notes on Running Events:

1. Varsity is run before Junior Varsity in the same age/group event.
2. Age/groups and classes may be combined.
3. There may be several J.V. flights in the same age/group event.

FIELD EVENTS

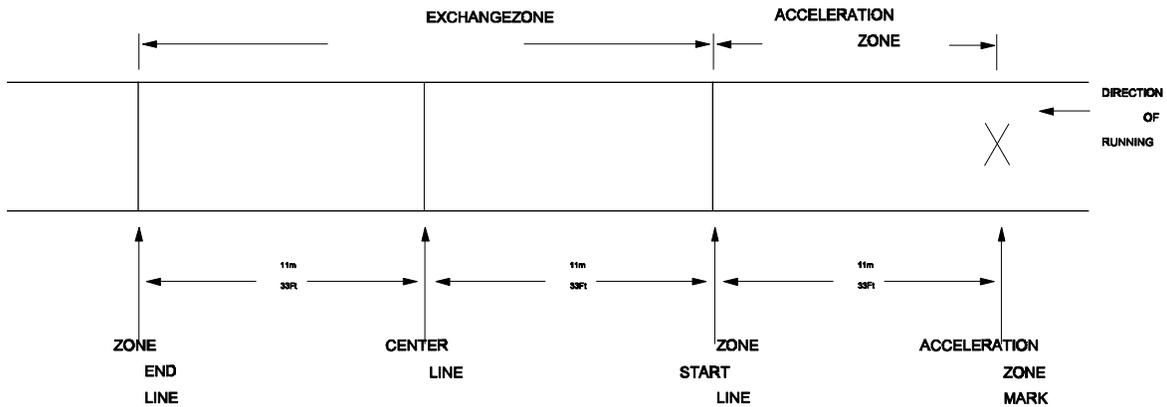
EVENT	ORDER
High Jump	BG, BB, MG, MB, YG, YB, IG, IB
Long Jump	GG, GB, BG, BB, MG, MB, YG, YB, IG, IB
Shot Put	IB, IG, YB, YG, MB, MG, BB, BG

Notes on Field Events:

1. Field event order will change if facility has two sites to hold an event. Split is USUALLY boys at one site and girls at the other.
2. J.V.s may be competed in flights of ten(10) or less. Each flight is awarded separately.

**RELAY ZONE DESCRIPTION
4 x 110 RELAY**

There are three relay (exchange) zones in the 4 x 110 yard (or 440) Relay. They are spaced equidistant around the track so that it is exactly 110 yards from the center line (starting line for the first leg) of one leg to the center line of the next leg. The baton must be exchanged in a "Zone" which is marked 11 meters (33 feet) on either side of the "center" line. For the 4x110 Relay only, an additional 11 meters is added to allow the outgoing runner to "accelerate" to sprinting speed. Each lane in each zone is marked and measured as follows:



COMMENTS:

1. Each lane in each zone is identically marked, whether on a curve or straight part of the track.
2. The starting line is the "center line" for the first runner.
3. The "center line" is usually not marked for zones 1 and 3. The "center line" for zone 2 is the 220 yard starting line (for most tracks) and is marked.
4. Curb markings are usually present for only the Zone Start and Zone End lines. You will need to measure and mark the acceleration ("fly") zone by placing a triangle or "X" or "T" 11 meters (33 feet) in each lane before the "Zone Start" line.

ABOUT THE EXCHANGE:

1. The baton must be exchanged between the two Zone lines. The exchange is judged fair or foul based on the position of the baton, NOT THE RUNNERS.
2. The receiving runner may stand anywhere between the "Fly" zone marker and the "Zone End Line" and MUST be between the two when the gun is fired.